

GRANTS, TRUSTS, AND FOUNDATIONS COORDINATOR - POSITION DESCRIPTION

Role:	Part-time, 3 days per week (22.8 hours a week). Generally working between 9.30am and 5.30pm Monday – Friday. Hours may vary to suit the nature of the work undertaken, including weekends and evenings.
Location:	18 & 25 Belvoir St. Surry Hills, NSW (Belvoir offices and theatre)
Reporting Manager:	Director of Development
Working Relationships:	Philanthropy Manager, Philanthropy Associate, Finance Team, Artistic and Programming team, Producing team, Marketing team, Education team.
Package:	\$65,000 p.a. pro rata (3 days per week) + superannuation.

The Grants, Trusts and Foundations Coordinator will be responsible for the preparation, coordination and submission of funding requests and reports for trusts, foundations, corporate foundation and government bodies.

Excellent writing and presentation skills are required for the preparation of funding applications, correspondence and acquittals, as well as the ability to work closely and collaboratively with a wide range of stakeholders – from creatives, philanthropists, government, Belvoir Board and staff.

The position also provides support to the Development team and Executive team with government funding reporting and government relationships.

The position requires a high level of attention to detail, energy, a collaborative approach, enthusiasm and initiative. The successful applicant will possess strong organisational and communication skills, as well as multi-tasking, time and project management skills.

KEY RESPONSIBILITIES

Grants, trusts and foundations funding

- Research and maintain a database of all possible grant funding available to Belvoir each year.
- Prepare grant applications to trusts, foundations, corporate foundations and government bodies in a timely manner with time for appropriate review from Belvoir senior leadership.
- Prepare interim reporting and acquittal reporting for grant funding.
- Increase trusts and foundations revenue.

Government funding

- Assist in preparation of government reporting narrative and data in collaboration Belvoir department heads.
- Support Artistic & Programming and Producing Teams in government funding project support applications.

Government & diplomatic relationships

- Assist with management of government relationships, invite lists and opening night arrangements. Primarily working with City of Sydney, Create NSW, Creative Australia, Local, State and Federal councillors, ministers, MPs and stakeholders.
- Assist with enhancing diplomatic relationships, DFAT, Consulates and Embassies



Selection Criteria

Aptitudes/Abilities/Skills

- Experience in researching, applying and acquitting grant applications across trusts, foundations, corporate foundations and/or government bodies.
- Demonstrated ability to build quality relationships with Australian philanthropists and foundations.
- Strong interpersonal skills which encourage and sustain relationships and communication with colleagues, partners, board members and volunteers.
- Excellent written communication skills, particularly in grant writing.
- Superior organisational skills with ability to plan and prioritise workload.
- Computer competence, experience with database management (knowledge of Tessitura or other CRM preferred), data reporting and analysis.
- Be a self-starter, able to work without supervision, whilst still being a team player.
- Appreciation of theatre, sensitivity to actors, artists and the creative process and commitment to the mission of Belvoir and its work.

Belvoir is an equal opportunities employer. Aboriginal and Torres Strait Islander people, people with disability, and culturally and linguistically diverse applicants are encouraged to apply.

To Apply

Address the selection criteria. Include a resume. Include the names and daytime contacts of two referees.

Forward to: Samantha Jones, Director of Development samantha@belvoir.com.au by 5pm, Monday 15 January.

ABOUT US



When the Nimrod Theatre building was threatened with redevelopment in 1984, more than 600 people – ardent theatre lovers together with arts, entertainment and media professionals – formed a syndicate to buy the building and save the theatre.

Thirty-five years later, Belvoir St Theatre continues to be home to one of Australia's most celebrated theatre companies.

Belvoir engages Australia's most prominent and promising playwrights, directors, actors and designers to realise an annual season of work that is dynamic, challenging and visionary. As well as performing at home, Belvoir regularly takes to the road, touring both nationally and internationally.

Both the Upstairs and Downstairs stages at Belvoir St Theatre have nurtured the talents of many renowned Australian artists: actors including Wayne Blair, Cate Blanchett, Sacha Horler, Deb Mailman, Jacqui McKenzie, Robyn Nevin, Leah Purcell, Pamela Rabe, Richard Roxburgh, Hazem Shammass and Toby Schmitz; writers such as Rita Kalnejais, Lally Katz, Kate Mulvany, Tommy Murphy and Matthew Whittet; directors including Benedict Andrews, Wesley Enoch, Eamon Flack, Rachael Maza, Anne-Louise Sarks, Simon Stone and former Artistic Director Neil Armfield.

Belvoir's position as one of Australia's most innovative and acclaimed theatre companies has been determined by such landmark productions as *The Glass Menagerie*, *Angels in America*, *Brothers Wreck*, *Ivanov*, *Neighbourhood Watch*, *The Wild Duck*, *Medea*, *The Diary of a Madman*, *The Blind Giant is Dancing*, *Hamlet*, *Cloudstreet*, *The Book of Everything*, *Keating!*, *Exit the King*, *The Sapphires*, *Who's Afraid of Virginia Woolf?* and most recently, *Counting & Cracking*.

Belvoir is part of the Australia Council's National Performing Arts Partnership Framework and is seen as a leader in its field.

We receive funding from both Creative Australia and Create NSW which amounts to around 17-18% of income. Other income is derived from box office, development and commercial activities. The company is managed by a Board of Directors which is chaired by Sam Meers. The current Artistic and Executive Directors and co-CEOs are Eamon Flack and Aaron Beach.

More information, including annual reports and seasons, can be found at: www.belvoir.com.au