



**PHILANTHROPY ADMINISTRATOR – (NEW ROLE)
INFORMATION PACK**

UPDATED DECEMBER 2024



August: Osage County, 2024. Photo: Brett Boardman

OVERVIEW

Job Profile: The Philanthropy Administrator is an entry-level role that plays a vital part within the Development team and is responsible for providing high level donor care, administrative support and events management across philanthropy, individual giving, corporate partnerships, grants, and bequests to ensure the company is able to meet and/or exceed its income targets.

The Development team works to raise approximately 23% of Belvoir's revenue from non-ticketed income annually. Working to grow loyalty and support through exceptional customer service, stewardship and communications, our mission is to ensure sustainable revenue generation for Belvoir.

Hours: 0.8 FTE (30.4 hours)
The normal Belvoir office hours are 9.30am – 5.30pm, Monday to Friday. This role will involve some weekend or evening work.

Salary: To be discussed with successful candidate

Package: Employer contribution to superannuation
20 days annual leave per annum accrued pro rata, with 17.5% leave loading payable in addition after twelve months.
10 days sick leave per annum pro rata

Contract: Permanent, 6 months' probation.

Reporting to: The position reports to the Director of Development and works closely with the Philanthropy Manager, Grants and Partnerships Coordinator, Customer Service, Front of House and Marketing teams.

Deadline: 5pm (AEST) Friday 24 January

Starting: As soon as possible – to be discussed with successful candidate.

To Apply: Address the selection criteria. Applications not addressing the selection criteria may not be considered. Include a resume. (maximum 3 pages).

Forward to: Sam Jones, Director of Development
18 Belvoir St, Surry Hills, NSW 2010
jobs@belvoir.com.au

At Belvoir, we are committed to fostering a workplace that is diverse, inclusive, and free from discrimination and harassment. We uphold our positive duty under Australian law to ensure a safe and respectful environment for all employees, customers, and stakeholders.

We actively encourage applications from people of all backgrounds, including Aboriginal and Torres Strait Islander peoples, people with disabilities, culturally and linguistically diverse individuals, and members of the LGBTQIA+ community.

Your contribution will be valued, and we are dedicated to supporting your growth and success in a workplace that embraces equity and fairness for all.



Lady Day at Emerson's Bar & Grill, 2023. Photo: Matt Byrne

The Philanthropy Administrator is an entry-level role, full training will be provided to succeed in the role. There will be opportunities for the candidate to progress into more senior fundraising roles as their skills develop.

KEY RESPONSIBILITIES

CRM Administration

- Be a champion of Tessitura in the organisation, using it to create reports, systems that support best practice fundraising and a culture of data-driven decision making at Belvoir.
- Maintain records on existing and former donor and research prospective donors.
- Manage administrative aspects of the philanthropic program such as ensuring donor acknowledgements are accurate, seating plans are sent in a timely manner and donor requirements are managed effectively.

Events

- Working closely with the Philanthropy and FOH Managers, coordinate and deliver supporter events.
- Work with the Philanthropy Manager to manage invitation lists and RSVPs for events.

Stewardship

- Maintain contact with donors via phone, email and written communication and face-to-face at events.
- Work closely with Marketing to support and acknowledge supporter relationships, including website, EDMs, social media posts and printed collateral.
- Research and compile information for applications and reports to Trusts & Foundations.

Fundraising

- Work closely with Philanthropy Manager, Grants and Partnerships Coordinator, Box Office and Marketing to drive general donations through the website, ticket sales and other online activity.
- Assist in the preparation of solicitation materials and proposals for a range of stakeholders.
- Work with the Philanthropy Manager on fundraising appeals in order to acquire and retain donors and increase donations.
- Ensure that donors are stewarded and receive high quality care.

Selection criteria

The successful candidate will not necessarily have experience in the fundraising or the arts. We anticipate this role will appeal to someone new to arts philanthropy and fundraising generally. We welcome applications from people new to the workforce as this is a junior role.

We will prioritise candidates who are inspired by and wish to amplify Belvoir's mission and values.

Aptitudes/Abilities/Skills

- Attention to detail
- Exceptional customer service
- Events management and events administration
- Strong communication skills
- Writing skills, both persuasive and professional
- CRM administration – *Full Tessitura training will be provided, however demonstrated aptitude for records management software of any kind may be highly regarded.*

ABOUT US

Company Information

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. Forty 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 Sarkis, 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* and *Who’s Afraid of Virginia Woolf?*

In 2019 Belvoir produced its biggest show ever *Counting and Cracking* at Sydney Town Hall. It was a sell-out season and was also part of the Adelaide Festival. It won seven Helpmann awards including Best Play and Best New Australian Work.

Belvoir is part of the Australia Council’s National Performing Arts Partnership Framework and as such is seen as a leader in its field. We receive funding from both the Australia Council 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