



**HEAD OF DEVELOPMENT
INFORMATION PACK**

UPDATED JANUARY 2025



Curious Incident of the Dog in the Night-Time, 2024. Photo: Brett Boardman

OVERVIEW

- Job Profile:** The Head of Development is a core member of senior management at Belvoir and is responsible for Belvoir’s non-ticket income generation including growing and securing philanthropy, major gifts (including from trusts and foundations) and corporate partnerships for the company.
- The Head of Development will ensure the highest quality service to existing donors and partners as well as efficient administration of the Development program.
- This senior position works closely with the Executive Director, the Artistic Director, the Fundraising Subcommittee of the Board of Directors, the Education team, Marketing & Audience Development, Finance & Operations, Customer Service & Ticketing, Artistic & Programming, and Production. The Head of Development embeds and provides ongoing encouragement of a culture of giving and positive relationship management across Belvoir.
- Hours:** Full-time (38 hours per week)
9.30am – 5.30pm Monday - Friday
Weekend and evening work will be required for theatre events, Board Meetings, and relevant functions.
- Salary:** Commensurate to experience
- Package:** 11.5% 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:** 6 months trial period, then ongoing
- Reporting to:** The position reports to the Executive Director and is directly supported by the Philanthropy Manager, Partnerships and Grants Coordinator and the Philanthropy Administrator
- Deadline:** Friday 14 March, 5pm.
- Starting:** ASAP
- To Apply:** Address the selection criteria.
Include a resume.
Include the names and daytime contacts of two referees.
Maximum three pages
- Forward to:** Fiona Hulton, Deputy Executive Director, Marketing, People & Community
+61 (2) 9698 3344
18 Belvoir St, Surry Hills, NSW 2010
Or jobs@belvoir.com.au



Well-Behaved Women, 2024. Photo: Brett Boardman

KEY RESPONSIBILITIES

Strategic Leadership

- In conjunction with team members, the Executive Director, and the Fundraising Subcommittee, develop a robust strategy that delivers innovation to existing offerings, and identifies and attains new income streams in alignment with the Company's Strategic Plan.
- Strategically plan Belvoir's philanthropy and sponsorship programs including major gifts, private ancillary funds, corporate partnerships, trusts and foundations, to drive a strong financial result and ensure that all targets are met or exceeded.
- Actively build and maintain strong relationships with the Board and Belvoir Executive staff, plus high-level donors, stakeholders, and corporate partners.
- Maintain Belvoir's strong reputation and public profile within the theatre community, media, arts, philanthropy and business sectors, and all levels of government.
- Confidently represent and articulate the future of Belvoir to stakeholders, donors, and others.
- Prepare and manage budgets, forecasts, regularly report on performance against targets, and ensure the Company is attaining value for money.
- Plan and guide the Development team's implementation of campaign activities and evaluate the outcomes against fundraising goals to inform future development strategy.
- Take the lead on major gifts (individuals and trusts / foundations), government grants and high-level corporate partnerships, including preparation of proposals for support and engagement activities.
- Provide leadership and strategic guidance on EOFY and EOY appeals with a view to retaining and increasing donations.
- Prepare and present on the progress of Development activities, budget tracking, opportunities, trends, partnerships, significant contracts and proposals in Board reports and department focused reporting as required.
- Lead, inspire and upskill the Development team.

- Work in an interdisciplinary manner across all the Belvoir staff and projects.
- Ensure Belvoir follows best practice by keeping up to date with Australian and international trends/research in development and philanthropy.

Philanthropy

- Work with the Board to identify prospects for Belvoir's philanthropy program.
- Identify opportunities within Belvoir that match donor interest and maximise potential and planning for solicitation, acquisition, growth, and retention of major donors.
- Collaborate with the Philanthropy Manager to develop and implement a multi-year fundraising plan for Belvoir's ongoing philanthropic campaigns, including research and cultivation of prospects to build and secure portfolios of major donors, trusts and foundations, and sponsors.
- Strategise and lead a multi-year Capital Campaign and direct the Development team in delivering each phase of the campaign, from identification to solicitation, acquisition, and stewardship.
- Oversee stewardship activities conducted by the Development team, to ensure outstanding donor engagement across all portfolios.
- In conjunction with Philanthropy Manager prepare a refreshed approach to Bequests.
- Engage with the Marketing and Audience Development team to create effective marketing materials that ensure effective engagement and accurate acknowledgement of donors and partners.

Corporate Partnerships

- In conjunction with the team devise, plan and implement income generating initiatives to meet sponsorship and corporate entertainment targets.
- Establish relationships with corporate supporters, including their staff, in order to improve their knowledge of Belvoir and encourage corporate giving.
- With the Development team and/or the Deputy Executive Director, Marketing, People & Community (and occasionally other Department heads), to regularly review all arrangements with third parties such as caterers, media brokers, production, and information suppliers to ensure that such arrangements accrue maximum benefits to the Company.

Events

- Ensure all hospitality and fundraising events are run efficiently and meet the needs of our donors and corporate supporters.
- Attend and engage with donors, partners and prospects at Belvoir events, including Opening Nights, Partner Nights, Rehearsal Room Events, corporate events and pre/post-performance entertaining for selected giving circles and HNW individuals.
- Work with the Development team to deliver the annual Belvoir Bash (fundraiser) and other discrete events throughout the year to further cultivate prospects and encourage increased giving from current donors.

Database and Reporting

- Using the Customer Relationship Management program, Tessitura, accurately record information about, and communication with, all prospects and partners – including research material, proposals, stewardship plans and meeting reports.
- Utilise Tessitura Analytics as a key tool to provide data-driven insights and inform decision making.

Area	Belvoir Goal	KPI
Fundraising	Be a strong and sustainable company	<ol style="list-style-type: none"> 1. Meet or exceed \$1,440,000 in philanthropic donations through various means including: <ol style="list-style-type: none"> 1. Grow our existing Giving Circles 2. Deliver innovative EOFY, Education and special project campaigns 3. Cultivate Major Gifts from existing and new supporters 4. Generate a strong pipeline from audience to donor to bequests 5. Grow passive fundraising via donation with ticket and foyer activations
Trusts & Foundations		<ol style="list-style-type: none"> 2. Meet or exceed \$789,000 in Trusts & Foundations: <ol style="list-style-type: none"> 1. Continue building existing relationships with Trusts / Foundations 2. Source new funding support through T/Fs for identified projects
Sponsorship partnerships		<ol style="list-style-type: none"> 3. Meet or exceed \$30,000 cash sponsors. 4. Meet or exceed \$414,000 contra partners
Staff/ Board	Invest in diverse talent and people	<ol style="list-style-type: none"> 5. Build a high performing and unified Development team 6. Cultivate and manage Board contributions to Development targets 7. Cultivate a culture of fundraising across the wider Belvoir team and creatives.
Art	Create Exceptional Theatre	<ol style="list-style-type: none"> 7. Support Belvoir's artistic goals by seeking and securing appropriate project specific support, be it philanthropic, government, Foundations
Audience	Inspire, excite, and grow our audience	<ol style="list-style-type: none"> 8. Work with Board and staff to deliver new audiences to Belvoir and maintain existing ones.

SELECTION CRITERIA

Aptitudes/Abilities/Skills

The successful applicant will demonstrate all of the following:

Experience

- More than five years' experience in business development (commercial or NFP), fundraising, direct/online marketing, corporate partnerships, donor management or related discipline, with evidence of success in meeting revenue targets and meeting deadlines.
- Demonstrated ability to build quality relationships with both philanthropists and the corporate sector, and to service arrangements to maximize benefits to sponsors and to maintain and grow philanthropic gifts.
- Experience designing and implementing innovative donor and partner acquisition strategies.
- Demonstrated experience leading a small but highly functioning team.

Aptitude

- Strong interpersonal skills which encourage and sustain relationships and communication with colleagues, partners, board members and volunteers.
- Project and event management skills as well as associated budget management.
- Excellent written communication skills including marketing collateral, grant applications and partner communications.
- Superior organisational skills with ability to plan and prioritise workload.
- Computer competence, experience with database management (knowledge of Tessitura strongly preferred), data reporting and analysis.
- Appreciation of theatre, sensitivity to actors, artists and the creative process and commitment to the mission of Belvoir and its work.

Desirable

- Tertiary qualifications in social sciences, arts, business, or a related field.

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 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* and *Who’s Afraid of Virginia Woolf?*

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