



**PHILANTHROPY MANAGER  
INFORMATION PACK**

**UPDATED NOVEMBER 2025**



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

## OVERVIEW

**Job Profile:** The Philanthropy Manager is a key member of the Development Department at Belvoir St Theatre and reports to the Head of Development.

The Development Department 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, the Development Department's mission is to ensure sustainable revenue generation for Belvoir.

The Philanthropy Manager is responsible for managing and growing Belvoir's philanthropy programs through interrogation of Belvoir data, excellent stewardship and ongoing wider research.

The Philanthropy Manager plays a crucial role in securing individual, philanthropic income for Belvoir. Key measures on the success of the role will be meeting income, retention and growth targets.

**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. Available on request.

**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 Head of Development and is directly supported by the Partnerships and Grants Coordinator and Philanthropy Administrator

**Deadline:** Friday 5 December, 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](mailto:jobs@belvoir.com.au)



*Well-Behaved Women*, 2024. Photo: Brett Boardman

## KEY RESPONSIBILITIES

### Strategy

- Collaborate with the Head of Development to develop and implement the individual giving strategy for Belvoir including development and delivery of a segmented and tailored approach to communications and 'asks'
- Work with Belvoir's Board and Development Working Group to devise and implement new initiatives that increase philanthropic revenue
- Be a champion of Tessitura in the organisation using this CRM to create a culture of data driven decision making at Belvoir
- In conjunction with Head of Development prepare a refreshed approach to Bequests

### Stewardship

- Manage a suite of annual activity for our donors, activated through communications, events, online giving and direct marketing campaigns
- Stewardship of Giving Circle donors and major donors \$5,000+
- Manage individual giving by maintaining close contact with donors via phone, email and written communication and face-to-face contact at events and functions
- Take the lead on the EOFY appeal with a view to retaining and increasing donations with strategic guidance of Head of Development
- Work closely with box office and marketing to drive general donations through the website, ticket sales and other online activity

### Database and Reporting

- Use Tessitura as the main CRM for all donor interactions, research and other activities
- Use Tessitura Analytics as a key tool to provide data-driven insights and inform decision making
- Prepare reports on campaigns and appeals executed by Development team
- Report regularly on development budget and targets

## Events

- Collaborate with Philanthropy Administrator on planning and delivery of donor and prospecting events including opening and supporter nights, rehearsal room events, VIP events and pre/post-performance entertaining for selecting giving circles and HNW individuals
- Work with Head of Development to deliver targeted fundraising events throughout the year to further cultivate prospects and encourage increased giving from current donors
- Responsible for the line management of any volunteers and contractors for events including but not limited to caterers, hire companies and artists

## General

- Collaborate internally with other departments at Belvoir including Front-of-House, Production, Marketing, Education and Artistic & Programming to ensure the exceptional delivery of experiences which help bring donors closer to the company
- 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

## **SELECTION CRITERIA**

### **Aptitudes/Abilities/Skills**

The successful applicant will demonstrate all of the following:

#### **Experience**

- More than three years' experience in fundraising, partnerships, donor management or related discipline.
- Demonstrated ability to build quality relationships with philanthropists and to service arrangements to maximize benefits to sponsors and to maintain and grow philanthropic gifts.
- Experience implementing innovative donor and partner acquisition strategies.
- Demonstrated working in a 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 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?*

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](http://www.belvoir.com.au)