

SYDNEY FESTIVAL

Philanthropy Coordinator

1 PURPOSE OF POSITION

The Philanthropy Coordinator assists the Philanthropy Manager to meet the Festival's fundraising targets through the acquisition of donations and grants from the private sector and Trusts and Foundations as well as the maintenance and development of the Festival's existing private donor relationships. The Philanthropy Coordinator is also responsible for generating income from fundraising campaigns through Sydney Festival's digital marketing tools, including the website, blog, emails and social media.

2. ORGANISATIONAL RELATIONSHIPS

Position Title of Supervisor

Philanthropy Manager

3. ORGANISATIONAL CONTEXT OF POSITION

The position is part of Sydney Festival's Development Department, responsible for securing funding through corporate sponsorships, individual gifts and Trusts and Foundations and the management of these relationships.

The position incorporates an administrative function supporting the Philanthropy Manager with research and general administration and a partnerships function through the development and implementation of Fundraising Campaigns.

The position works closely with all other Festival departments, particularly Marketing departments but also the Programming and Administration departments.

4. NATURE AND SCOPE OF WORK PERFORMED

A. Work Performed

The main functions of the Philanthropy Coordinator are:

- coordinating the annual philanthropy program
- coordinating and managing events
- coordinating and preparing funding proposals and grant applications
- producing departmental promotional materials and communications

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- database maintenance including some research and reporting
- develop and implement digital giving campaigns, including assisting with designing materials, processing donations and acknowledging donors
- attending Festival Philanthropy events and functions as necessary

B. Challenges and Problem Solving

Challenges for the position include:

- Identifying strategic individual giving prospects and developing, in association with the Philanthropy Manager, effective proposals and opportunities for presentation.
- Develop strategic campaign concepts and opportunities to convert Festival ticket buyers and attendees to donors
- Working effectively in a fast-paced and work-intensive environment.

C. Decision Making

The decision-making required in this position includes:

- Identifying and targeting key prospects.
- Identifying suitable campaigns.
- Effective issues management with donors, venues, and other Festival departments.
- Effective prioritising and time management
- Effective time management to meet donor and departmental needs in the lead up to and during the Festival period.

D. Communication

In addition to members of the Business Development department, this position is required to communicate extensively with a range of internal and external parties. Key stakeholders include:

Internal

- Executive Office: Executive Director and Festival Director
- Marketing Department including Publicity and Ticketing
- Programming Department
- Production Department
- Administration Department
- Sydney Festival contractors
- Sydney Festival Volunteers

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External

- Festival donors
- Trusts and Foundations
- Festival restaurants and venues
- Production Companies
- Artists
- Suppliers

E. Key Accountabilities

- Assist the Philanthropy Manager with fostering positive relationships with a portfolio of existing Festival major donors and building all elements of the individual giving program
- Identify and develop strategic campaign and Trust and Foundation opportunities
- Coordinate and attend as required Festival philanthropy events and functions in the lead up to and during the Festival period and ensure appropriate Festival representation at donor functions.
- Be a key member of the Development team and contribute effectively to department meetings
- Be an effective member of the Sydney Festival staff team and work effectively with Festival departments to achieve Development objectives.
- Promote Sydney Festival and its events as necessary and be an appropriate representative of the Festival at public functions.

5. KNOWLEDGE, SKILLS AND EXPERIENCE

The successful candidate will demonstrate the following attributes, skills and experience:

- Proven administrative skills
- Excellent oral and written communication skills
- Highly competent research and analysis skills
- Demonstrated experience of delivering income—ideally for the arts, cultural or not for profit sector
- A strong understanding of the Australian philanthropic environment
- Experience of project or event delivery
- Experience of campaign delivery
- Sound administrative and organisational skills with a strong attention to detail
- A high degree of proficiency with MS Office applications and database management experience
- Excellent time management skills and the ability to manage competing priorities in a busy work environment
- The ability to plan and work creatively, with a flexible approach
- A commitment and passion for supporting the arts

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HOW TO APPLY

Thanks for your interest in the role of Philanthropy Coordinator. In applying for the role please include the following information:

PERSONAL DETAILS

- Full name
- Address – work and home
- Contact telephone numbers –including mobile
- Confidential email address
- Nationality and citizenship

CURRICULUM VITAE COVERING

- Details of all positions held, including dates and reporting lines, responsibilities and key achievements
- Details of education, professional training and qualifications
- Any other relevant information (e.g., board positions, offices held in professional bodies, publications etc.)

SELECTION CRITERIA

A statement of up to two pages addressing the selection criteria as articulated in the skills, knowledge and experience position description.

REFEREES

Contact details of three referees including:

- Name
- Relationship to candidate
- Current telephone number and email address

Please note that referees will not be contacted until after consultation with the candidate and only if the candidate proceeds to the shortlist phase.

It is the candidate's responsibility to ensure that their referees are willing to provide oral reports when contacted.

DATE OF COMMENCEMENT

The role is available for an immediate start with a three-year contract being offered (inclusive of the statutory probationary period of three months).

REMUNERATION

A remuneration package commensurate with the role and the successful candidates experience will be negotiated during the recruitment process.

APPLICATIONS SHOULD BE SENT BY EMAIL TO

applications@sydneyfestival.org.au

Attn: Philanthropy Manager

Applications close at 5pm, Friday 29 September