

Job Title: Philanthropy Manager  
Contract: Part-time; permanent  
Reporting to: General Manager  
Salary: \$80,000 pro rata for 22.8 hours per week  
Place of work: Wharf 4/5, 15 Hickson Road, Dawes Point

**THE COMPANY:**

Sydney Philharmonia Choirs (SPC) is Australia's largest choral performing arts company. In 2019, SPC became a resident company of the Sydney Opera House and celebrated our Centenary in 2020 despite the challenges of Covid-19. SPC comprises a number of internationally regarded choirs, performing across the year at the Sydney Opera House, Sydney Town Hall, City Recital Hall, St Mary's Cathedral and other venues around Sydney and in regional centres. We are based in the newly renovated Walsh Bay Arts Precinct in Dawes Point.

**THE ROLE:**

The purpose of this role is to lead SPC in its fundraising activities, building on recent successes and the opportunities presented by the fact that the organisation celebrated its Centenary in 2020 and returns to the renovated Concert Hall in 2022.

This position reflects our commitment to maximising income through donations, grants and foundations and is responsible for generating approximately 30% of Sydney Philharmonia's annual revenue.

**RESPONSIBILITIES:**

- Develop strategies for acquisition, retention and growth to increase philanthropic support to meet annual financial targets
- Develop warm and productive relationships with donors and supporters of the company to ensure they continue to feel positively towards us.
- Responsible for researching and securing project support from trusts and foundations.
- Utilise the CRM to track donations, produce reports and data to enable the optimisation of philanthropic efforts and inform future strategies.
- Maintain current and prospective records and relationship progress within the CRM.
- Process donor transactions, issuing receipts in a timely manner
- Organise and attend events including donor events and events to support company-wide activity
- Manage the chorister Alumni program
- Manage the company Bequest program

**SELECTION CRITERIA:**

Essential

- Ability to work the equivalent of three days per week. Work flexible hours by prior agreement, particularly to support activities in concert performance weeks or other peak times.
- At least three years proven experience of delivering successful, multifaceted fundraising campaigns in the not-for-profit sector

Proven ability to

- Create and write successful funding applications
- Build fruitful and enduring relationships with donors, funders and key stakeholders
- Write and/or edit copy
- Work effectively with a range of different, and often demanding stakeholder groups
- Work autonomously and proactively but be able to work effectively and contribute positively to a small team
- Host events and make donors and supporters feel valued and welcomed
- Manage time and prioritise work effectively
- Analyse the effectiveness of campaigns and available data, and develop strategy from analysis
- Work to and achieve targets

Desirable

- Experience of fundraising within the Arts sector
- NSW Drivers licence