

## **POSITION DESCRIPTION**

**Job Title** Philanthropy Manager  
**Contract** Part-time flexible (0.6); permanent  
**Reporting to** Executive Director  
**Place of work** Wharf 4/5, 15 Hickson Road, Dawes Point at Walsh Bay Arts Precinct

The Philanthropy Manager will lead Sydney Philharmonia Choirs (SPC) fundraising activities, including the development and implementation of the strategic direction for individual giving, and relationship building with Trusts and Foundations.

SPC is Australia's largest choral performing arts company, as well as one of the country's longest continuously active arts organisations having been in operation for over a century. The organisation is driven by the power of almost 1,300 volunteer choral singers who dedicate themselves to their passion to sing.

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.

SPC has a dedicated group of donors in the Centenary Circle and an annual donor cohort – the Philanthropy Manager will deliver stewarding activities, as well as lead prospecting, and explore Patron, Ambassador and Alumni programs to support the organisations activities.

The role is supported by the Executive team and Board, and works closely with a small and enthusiastic administrative team.

The ideal candidate requires a diverse skillset including the ability to connect with a broad range of stakeholders, deliver engagement experiences, and meet stretch revenue targets.

This is a part-time role, at three days per week (flexible days). There is scope for the ideal candidate to potentially increase their days to cover busy periods, and in the longer term to explore growing the role over time.

### **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. Flexible working arrangements can be discussed
- At least three years proven experience of delivering successful, multifaceted fundraising campaigns in the not-for-profit sector

### Proven ability to

- Build fruitful and enduring relationships with donors, funders and key stakeholders
- Create and write successful funding applications
- Work effectively with a range of different internal and external stakeholder groups
- Work autonomously and proactively, 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