

Position Description

Philanthropy Executive

Reports to:	Major Gifts and Philanthropy Manager	PD Classification:	Executive
Team:	Development	Status:	Full time
Salary Range:	To be negotiated	Effective Date:	TBC
Position Holder Signature:			
Manager Signature:			

Role Purpose

To work with the HOD, Major Gifts and Philanthropy Manager and the Annual Giving Manager to maintain and develop the Company's philanthropic supporter base.

Intent of Position Description

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by staff in this role. Staff members may be requested to perform job-related tasks other than those specifically presented in this description. Role Descriptions may also be modified from time to time to reflect usual growth and change of role.

Significant Working Relationships

Direct reports:

None

Key Relationships:

- Head of Development, Partnerships Executive, Major Gift and Philanthropy Manager, Annual Giving Manager, Corporate Programs and Events Executive, Community Partnerships Advisor, Development Co-ordinator, Marketing team, Education team, Company Manager, Executive Director, Artistic Director.

Key Result Areas

Key Result Area:	1. Administration of the philanthropic giving programs
<i>Key Tasks</i>	<ul style="list-style-type: none">• Process all donations including grants from Trusts and Foundations• Donor stewardship• Track and report on donor movement and income and expenditure across all philanthropic giving programs• Work with colleagues to maximise the capabilities of Tessitura for tracking and reporting• Implement and devise systems to realise Philanthropy strategies• Work with colleagues on the research and targeting of prospects• Assist with the creation of applications, reports and acquittals for Trusts & Foundations as required;• Work with the philanthropy team on relationship management for all current and prospective Trust & Foundation contacts, responding to ad-hoc requests and ensuring they receive all program updates where possible and are included in all event invitations.• Report on a regular basis to the HoD• Manage reporting to stakeholders, including producing an annual Impact report
Key Result Area:	2. Management of special philanthropic projects
<i>Key Tasks</i>	<ul style="list-style-type: none">• Manage casual staff, including administration and actors• Manage logistics of the implementation and roll out of special programs including Hearts in a Row• Manage the organisation of special group theatre visits including working with colleagues to coordinate the ticketing• Work with theatre venues and in-kind sponsors to ensure the viable delivery of offered experience

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- Manage and report on income/expenditure to ensure financial targets are supported/met

Key Result Area: 3. Donor stewardship and cultivation events

Key Tasks

- Work with the HOD, Major Gifts and Philanthropy Manager and Annual Giving Manager to devise a strategic annual program of events
- Assist the Events Executive with administration of donor events
- Manage the guest list including RSVPs
- Track donor development and results of fundraising events

Key Result Area: 4. Build and maintain relationships and communications with stakeholders

Key Tasks

- Work with colleagues to capture relevant and engaging content for website, blog and donor e-news
- Ensure all communications, including invitations, are delivered to stakeholders as appropriate and in a timely manner
- With colleagues review all methods and content of communication

Key Result Area: 5. Development Profile (internal and external)

Key Tasks

- Represent Bell Shakespeare in the Development sector, enhancing perceptions and raising profile;
- Assist Development colleagues in the identification and cultivation of leads and prospects;
- Assist in the development and management of relationships with key stakeholders;
- Promote the importance of philanthropy within the organisation and the role of staff in providing excellent experiences for donors and prospects;
- Be proactive in helping new Bell staff members to become confident company ambassadors;

Key Result Area: 6. Contribute as a member of the Development and broader Bell Shakespeare team

Key Tasks

- Participate in the review of development processes for increased efficiency;
- Contribute to the creation of the department's annual strategy;
- Attend regular departmental meeting and ensure appropriate contributions to agenda;
- Attend and contribute where appropriate/possible to Bell Shakespeare staff meetings and committees

Selection criteria

Essential criteria

- Experienced using databases, preferably Tessitura, and proficient with excel and Microsoft Office suite
- Strong communication skills, in particular writing and telephone
- Project management experience
- Basic budgeting and accounts skills and experience
- Strong understanding of philanthropic practices in Australia
- At least 2 years previous experience working in a philanthropy role
- Excellent attention to detail
- Innovative and creative, able to identify and act upon new opportunities
- Strong team player
- Sociable and comfortable building relationships with stakeholders

Desirable criteria

- Interest in the arts