

POSITION DESCRIPTION

JOB TITLE

Philanthropy Manager

REPORTS TO

Director of Philanthropy & Partnerships (DoPP)

DIRECT REPORT

Philanthropy & Partnerships Coordinator

PURPOSE OF THE POSITION

To assist in meeting and exceeding the ACO's annual Philanthropy target by nurturing and developing the ACO's donor base through existing and innovative patron programs.

REPORTING/WORKING RELATIONSHIPS

Led by its charismatic Artistic Director, Richard Tognetti AO, the Australian Chamber Orchestra is Australia's most dynamic performing arts organisation. Renowned world-wide for its inspired and courageous programming and unrivalled performances, the ACO collaborates with an extraordinary range of artists including the world's leading soloists, cinematographers, visual artists and contemporary musicians and entertainers.

The ACO's Philanthropy & Partnerships Department is a dynamic and successful team, delivering a strategic blend of creative philanthropic programs and large-scale fundraising events.

The Philanthropy Manager plays a vital role in the Department and works closely with the other members of the Philanthropy & Partnerships team. The Philanthropy Manager also works closely with the ACO's Learning & Engagement team, the Director of Artistic Planning, tour managers, Marketing team, Managing Director and musicians.

Externally, the role works closely with the ACO's Patrons as well as trustees and staff of charitable trusts and foundations.

There is a high degree of autonomy in determining daily priorities, managing projects and areas of work, and in making decisions regarding engagement with individuals and donors and driving programs.

DUTIES AND RESPONSIBILITIES

1. Strategy

Assisting to develop and manage an ongoing national Philanthropy strategy which encompasses individual giving and charitable trusts and foundations:

- Developing creative campaigns to attract new patrons and to increase yield from existing patrons;
- Leading the Philanthropy and Partnerships team's use of Tessitura, maximising its utility and enabling detailed analysis of patron data;
- Actively seeking and driving new fundraising initiatives;

2. Patrons' Program

- Implementing strategies to deliver meaningful and financially successful relationships with a portfolio of donors, charitable trusts and foundations;
- Driving the ACO's EOFY appeal, online giving and general donations;
- Managing regular communications with the ACO's donor base/National Patrons' Program;
- Maximising the potential of existing and prospective supporters through dynamic, tailored and one-on-one personal engagement, targeted communications, visits and events; and

- Managing growth of a donor pipeline while ensuring the accuracy and sensitivity of reporting and record keeping.

3. ACO Next

Leading and managing the growth and development of ACO Next, the ACO's membership program for young philanthropists.

4. Charitable Trusts and Foundations

Developing and managing a philanthropic grants application strategy in support of the ACO's funding priorities and education and touring initiatives, including:

- Developing and managing the timely application and reporting process and calendar for national and state-based trusts and foundations;
- Actively identifying and securing new funding opportunities from trusts and foundations;
- Researching, cultivating and successfully managing multi-year relationships with current and new trusts and foundations;
- Liaising with other departments, particularly the Learning & Engagement team, to identify initiatives suitable for funding by trusts and foundations and working with those departments through the application and acquittal processes; and
- Preparing high quality grant submissions, grant acquittals and mid-year reports in consultation with the ACO's Executive and other staff as appropriate

5. General

- Attending and hosting ACO events (including some interstate travel on national tours), including ACO Next events, interval drinks and post-performance events, Patron functions, private rehearsals and fundraising events;
- Working closely with members of the Philanthropy & Partnerships team to continually integrate the ACO's CRM system, Tessitura; and
- Managing the Philanthropy & Partnerships Coordinator role.

POSITION REQUIREMENTS

The successful applicant will meet the following position requirements:

Skills and Knowledge

- Demonstrated experience and success in managing annual giving programs, membership programs, major gifts or other philanthropy programs, including acquisition and retention of individuals;
- A proven 'doer' with a strong focus on execution within small, agile teams;
- Excellent written and oral communications skills with the ability to liaise effectively with internal and external stakeholders at a variety of levels with empathy and emotional intelligence;
- Interest in and knowledge of the Australian cultural landscape;
- Excellent attention to detail;
- The ability to manage competing priorities in a busy work environment;
- Strengths in data-led decision making and use of donor insights to inform strategy;
- Strong customer database experience, including segmentation; and
- Knowledge of Microsoft Office and other programs as required.

Attitudes

- A confident, curious and engaging manner and a flexible approach; and
- The ability to work well independently as well as collaboratively in a team.

TERMS

This position is a permanent full-time position based at the ACO's office in Sydney with the working hours nominated as 9.00am – 5.30pm, Monday to Friday. This role requires some out of hours work and interstate travel in accordance with the ACO's tours, philanthropy and corporate events.