

## Position Description

### JOB TITLE

Philanthropy & Partnerships Coordinator

### REPORTS TO

Head of Philanthropy & Partnerships

### PURPOSE OF THE POSITION

The ACO's Philanthropy & Partnerships team is responsible for 40% of the organisation's revenue. The Philanthropy & Partnerships Coordinator is a key role within the Philanthropy & Partnerships team, providing administrative support and assisting with the management and delivery of the ACO's fundraising programs across individual giving, corporate partnerships and events.

### ABOUT THE ACO

Led by its charismatic Artistic Director, Richard Tognetti, the Australian Chamber Orchestra is 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 performers, cinematographers, writers, and visual artists. In early 2022, the ACO will move to its new, purpose-built home on Pier 2/3 in Sydney's Walsh Bay Arts Precinct, which includes a 275 seat Performance Space, Rehearsal Room, Media Suite and Event Space - an exciting new home for performance, presentation, community engagement and collaborative opportunities

### WORKING RELATIONSHIPS

The Philanthropy & Partnerships Coordinator plays a vital role in the team, and works closely with the Finance team, Operations team and Box Office as well as interacting with the ACO musicians. Externally, the role works with UCSS, the Tessitura Consortium as well as donors and corporate partners.

### ROLE RESPONSIBILITIES

#### Administration

- Be the first point of contact for enquiries to the Philanthropy & Partnerships team;
- Provide administrative support for the Philanthropy & Partnerships team including answering phone calls, emails, distributing postal mail, scheduling meetings, circulating agendas and taking minutes;
- Become the team champion of Tessitura, the ACO's CRM database and maintaining the ongoing accuracy of the data;
- Schedule tour movements for the team, including travel and accommodation.

#### Philanthropy & Partnerships

- Handle and process all fundraising income in a timely manner, including entering donations into the Tessitura database, monthly pledges, issuing thank you letters and donation receipts;
- Accurate preparation of donor lists and other donor acknowledgements across all ACO collateral;
- Assist the Philanthropy Manager in the planning and delivery of the annual giving campaigns;
- Assist the Partnerships Manager in the delivery of contractual sponsorship benefits, including ticketing, marketing collateral, promotions and corporate entertainment;

- Provide the Finance team with accurate reporting on donations when required;
- Assist in the coordination of donor communications, including campaign correspondence, newsletters, birthday and thank you cards.

### **Events**

- Provide administrative support across the Philanthropy & Partnerships team's calendar of events, including sending invitations, managing RSVPs and creating run sheets and event briefs;
- Take ownership of the Philanthropy & Partnerships team Outlook calendar of events and run the monthly meeting to review the calendar of events with the Operations team;
- Assist with the planning and delivery of Philanthropy & Partnerships events including venue research and catering;
- Attend events as required;
- Liaise with venues nationally to organise interval drinks and other hospitality for donors and corporate partners;
- Manage the rostering of Philanthropy & Partnerships ticketing duties for national tours;
- Work with the Box Office on donor and sponsor ticketing.

### **POSITION REQUIREMENTS**

The successful applicant will meet the following position requirements:

#### **Skills and knowledge**

- Highly organised with great attention to detail
- The ability to manage competing priorities in a dynamic work environment
- Highly competent verbal and written communication skills
- A high degree of proficiency in the Microsoft Office suite and database management (preferably Tessitura)
- Enjoys data and spreadsheets

#### **Attitudes**

- A personable manner and flexible approach
- The ability to work well independently as well as in a team
- Enthusiastic, self-motivated and self-disciplined
- Can-do attitude
- Problem solver
- Sense of humour

### **ACO CULTURE**

- From the stage to behind the scenes, our team is a passionate, dedicated and diverse family;
- We never stop looking for ways to bring something new to what we do and every day we inspire audiences and each other with our ambition, enthusiasm and openness;
- We recognise that everyone brings something unique to our team and that it's our collective experience, skills and spirit that connects us as one;
- Our workplace is flexible and family friendly;
- Training and professional development opportunities are provided and;

- Access to concerts, events and performances throughout the year.

**TERMS**

This position is a permanent full-time position based at the ACO's office in Sydney with the working hours nominated as 9am – 5.30pm, Monday to Friday. Note: this role requires some out of hours work.

**DIVERSITY & INCLUSION**

The ACO is committed to equity and inclusion and welcomes applications from Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse (CALD) backgrounds and people with a disability.

*Current at 1 September 2021*