

POSITION DESCRIPTION

JOB TITLE **Philanthropy & Partnerships Coordinator**

REPORTS TO **Head of Philanthropy**

ABOUT THE ACO

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 virtuosity, the ACO collaborates with an extraordinary range of artists including the world's leading soloists, cinematographers, visual artists and contemporary musicians and entertainers.

ABOUT THE POSITION

The Philanthropy & Partnerships Coordinator is a key role within the Philanthropy & Partnerships team, project managing the VIP invitation and ticketing process for concerts, providing administrative support, and assisting with the management and delivery of the ACO's fundraising programs across individual giving, corporate partnerships and events. The ACO's Philanthropy & Partnerships team is a vibrant, dynamic and successful team, responsible for 40% of the organisation's revenue. A busy and varied role, this is a great opportunity for an organised, driven and curious person to work across all elements of fundraising in the arts.

KEY RELATIONSHIPS

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

DUTIES AND RESPONSIBILITIES

Duties and responsibilities include:

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, and managing the team's email inbox; and
- Coordinate team meetings, including scheduling, preparing and distributing agendas, and accurate recording of meeting notes.

Philanthropy & Partnerships

- Assist the Philanthropy Executive and the wider team in handling and processing fundraising income where required, including entering donations into the Tessitura database, and issuing thank you letters and donation receipts;
- Project manage the guest ticketing process from start to finish for patrons, sponsors and VVIPs including: disseminating and updating invitation lists; sending invitations; managing RSVPs; managing Development seating maps; being the central point of contact for team travel, ticketing requirements and ticket desk management; sending confirmation emails; and packing tickets for attending guests;
- Ensure accurate maintenance of donor records in Tessitura, the ACO's CRM database;
- Assisting the Partnerships Manager in the delivery of contractual sponsorship benefits, including, marketing collateral, promotions and corporate entertainment;

- Provide the Finance team with accurate reporting on donations when required;
- Where required, assist in providing the Philanthropy & Partnerships team with accurate lists for the purposes of donor research, campaign planning, invitations and general communications;
- Assist with the collating and sending of mass direct mail campaigns, such as for the annual EOFY appeal and Subscription campaign; and
- Other duties as required.

Events

- Support the Philanthropy & Partnerships team in planning and delivering events where required; and
- Attending events as required.

TERMS

This position is a full-time, permanent position based at the ACO's office in Sydney with the working hours nominated as 9am – 5.30pm. The role involves some evening and weekend work. The ACO supports opportunities for employees to achieve a balance in their work and home lives.

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.
- Excellent interpersonal skills.
- A high degree of proficiency in the Microsoft Office suite and database management (preferably Tessitura).

BENEFITS & CULTURE

- We are a friendly, supportive and professional group of people.
- We offer a flexible, accommodating and family friendly workplace.
- Access to concerts, events and performances throughout the year.
- Full training on all systems & potential for professional development throughout the year.

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 backgrounds, people with a disability, mature age workers, and lesbian, gay, bisexual, transgender, queer and intersex (LGBTQI+) people.