

POSITION DESCRIPTION

POSITION	DEVELOPMENT MANAGER
SALARY	\$78,000 per annum (pro rata) plus superannuation
POSITION TYPE	Part-time (0.8 FTE, 4 days per week)
REPORTS TO	Co-CEOs (Executive Producer & Artistic Director)

ABOUT ILBIJERRI THEATRE COMPANY

ILBIJERRI is one of Australia's leading theatre companies creating innovative works by First Nations artists. Our productions have toured to critical acclaim across Australia and the world. We challenge and excite our audiences with contemporary stories about what it means to be Indigenous in Australia today. ILBIJERRI is the longest running First Nations theatre company in the country. Our creative processes aim to support First Nations artists and communities to have a powerful voice in determining the future of Australia.

POSITION SUMMARY

This is a new position in the company that has been established in order to sustain and grow revenue and to achieve the fundraising and philanthropic strategic goals of the company. The Development Manager is responsible for securing and managing philanthropic revenue including individual donors, trusts and foundations, corporate partners and other funding bodies. The Development Manager will work closely with the Executive Producer/Co CEO to ensure the success of ILBIJERRI's Partnerships Plan.

KEY RESPONSIBILITIES

Fundraising and Relationship Management

- Develop and deliver an annual Partnerships Plan, including the launch of ILBIJERRI's patrons program.
- Directly approach, solicit and secure partnerships with government, private and philanthropic organisations and individual donors – existing and new relationships budgeted in the range of \$700k annually (not including core operational government funding).
- Collaborate with the ILBIJERRI team to coordinate engagement activities for partners and supporters.
- In conjunction with the Executive Producer, establish and maintain strong relationships with key partners who support the company's vision and work.
- Establish best practices and systems to support the company's development strategy, including maintaining and managing the company database.
- Manage and deliver the acquittal of philanthropic, sponsorship and/or private grant funding agreements including acquittals and reporting.
- Implement and manage event launches and other special events for ILBIJERRI's key stakeholders, community members and philanthropic partners.
- Develop schedules and meet deadlines to ensure all initiatives are activated to maximise private giving income.

- In conjunction with the Executive Producer, identify future needs, trends and resources for effective and meaningful fundraising that aligns with the company's values.
- Plan and manage fundraising campaigns.
- Introduce and engage potential donors for the company's new Patrons Program.
- Solicit prospective donors at all stages of relationship management.

Communications

- Develop a strong and clear communications systems for all donors (current and prospective).
- Work closely with the Executive Producer, General Manager and Marketing Manager to ensure an effective and integrated communications and messaging for the company.

Financial Reporting

- In conjunction with the Executive Producer, General Manager and Finance Manager, contribute to the development of the annual budget and development targets.
- Manage and provide regular financial tracking updates on budgets and development targets.
- Follow all financial policies and processes within company, and other budget requirements as needed.

Research & Reporting

- Build a strong knowledge of ILBIJERRI's vision, values, supporters, audiences and role within Australia's performing arts sector.
- Provide development updates in lead up to quarterly finance sub-committee and Board of Director meetings.

Success in the role of ILBIJERRI's Development Manager will be measured by:

- Successful launch of the company's Patrons Program.
- Securing and expanding revenue from trusts, foundations and individual donors.
- Growth in the overall amount of donor revenue.
- Achieving higher levels of donor engagement to support the company's artistic goals and projects.
- Efficient budget management and reporting.
- Accurate database management.
- Increase in numbers of people who attend donor and special events.

This position will require the Development Manager to work outside of normal business hours from time to time. Flexible working hours are negotiable.

KEY SELECTION CRITERIA

1. Tertiary qualifications in a relevant field.
2. Substantial experience in a similar position.

3. Demonstrated experience in the development and implementation of strategies, plans and project briefs in the delivery of an annual Partnerships Plan.
4. Demonstrated experience in the acquittal of philanthropic, sponsorship and/or private grant funding agreements including acquittals and reporting.
5. Demonstrated experience in the development and delivery of an annual Partnerships Plan.
6. Proven ability to supervise team members and provide skills development, training and mentorship.
7. Proven ability to manage a dynamic workload and operate effectively under pressure.
8. Ability to work at both a strategic and operational level.

APPLICATION PROCESS

1. If, after reading through the full Position Description, you have further questions about the role, please call Elizabeth Walsh, General Manager on (03) 9329 9097 or e-mail elizabeth@ilbijerri.com.au.
2. Your application must consist of: 1) a one page cover letter outlining why you'd be perfect for the role, 2) a statement (two pages max) addressing the Key Selection Criteria outlining your relevant skills and experience, 3) an up-to-date CV (two pages max) and 4) the names and contact details of three professional referees emailed as a single PDF with your name and the position title as the document's name. *Please keep in mind that if you don't address the selection criteria we won't be able to assess your application.*
3. Applications should be sent by e-mail only to elizabeth@ilbijerri.com.au by 3pm on Monday 6 May, 2019.
4. After the close of applications, shortlisting will quickly take place. To be fair to all applicants, no late applications will be accepted.
5. While receipt of all complete submitted applications will be acknowledged by e-mail, only shortlisted applicants will be contacted personally.
6. Interviews will take place on Tuesday 14th of May at the ILBIJERRI office. If you already know that you are unavailable at this time, please advise us in your covering letter.

Aboriginal and Torres Strait Islander applicants are STRONGLY encouraged to apply.

FURTHER INFORMATION

For more information, please contact:

Elizabeth Walsh, General Manager

T (03) 9329 9097

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