



WEST AUSTRALIAN
BALLET

WEST AUSTRALIAN BALLET (WAB) PHILANTHROPY COORDINATOR

WEST AUSTRALIAN BALLET

West Australian Ballet (based at West Australian Ballet Centre in Maylands) is the State's flagship dance company, performing a dynamic and extensive series of classical and contemporary dance works in Perth, regional Australia and internationally. Our vision is to be recognised for exceptional ballet experiences and leadership within our communities, locally and globally and we are driven by our purpose to enrich people's lives through dance.

POSITION SUMMARY

The Philanthropy Coordinator is responsible for the baseline coordination of the Philanthropy program; in particular, ensuring effective administration of the program and providing excellent customer service to donors to provide a positive engagement with the company which maximizes their potential donor relationship with West Australian Ballet. Specific duties include database entry and reporting, acknowledgments, donor communication by mail and phone, event coordination including RSVPs, logistics and onsite organisation, assistance with budget monitoring and general administration.

It is incumbent on the Philanthropy Coordinator to demonstrate commitment to the mission of West Australian Ballet: "To enrich people's lives through dance" and at all times demonstrate behaviour consistent with the values of West Australian Ballet: "Access, Excellence, Innovation and Integrity" as outlined in the Strategic Plan.

KEY ACCOUNTABILITIES AND FUNCTIONS

1. Systems and Database

- Entry of philanthropic gifts and grants according to established procedures and protocols;
- Ensure accurate and complete donor and patron records including relevant notes and scanned documents where required;
- Prepare donor lists for invitations, letters, mailings, programs as required;
- Assist with maintenance of database of potential donors and philanthropic "prospects";
- Regularly refine and enhance donor records including DOB and donor photos.

2. Annual Philanthropy Program

- Work closely with the Philanthropy Manager (Annual Giving), to generate donation acknowledgments in line with philanthropy protocols and the Philanthropy Matrix;
- Assist with the preparation of donor related correspondence including event invitations, RSVPs and reminders, and other ad-hoc communications with stakeholders;
- Assist with the administrative requirements of donor programs including annual appeal, subscription appeal and Campione including the oversight of volunteer mail-outs.

3. Budget and Systems

- Liaise with the Accounts department to maintain accurate donation records including regular reconciliations;
- Follow Accounts protocols for all Purchase Orders and ensure the accurate tracking of philanthropy expenses;
- Assistance with WRIKE (software) coordination for Philanthropy Team in line with WAB-WRIKE protocols;
- Work closely with Philanthropy Managers to ensure the highest level of accuracy and integrity of Philanthropy data in the company database.



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4. Functions and Events

- Support the Philanthropy Manager (Planned Giving), in the coordination of Philanthropy events including; distribution of invitations, RSVP management, venue liaison and detailed running sheets;
- Assist with data entry for event budgets and summary reports;
- Assist with the correct entry of all Philanthropy Events in the Master Schedule and invitations to relevant staff members are issued;
- Assist with the management of volunteer committee database and communications.

KEY PERFORMANCE INDICATORS

- Philanthropy Matrix Donor Acknowledgment protocols and timelines met.
- Financial Reconciliations completed within deadlines.
- Integrity of database maintained and continuous improvements made to donor records and reports.
- Philanthropy Matrix successfully implemented.
- Central database of current and potential philanthropists is accurately maintained.
- Good working relationships within the Philanthropy Team and with other WAB staff.

SELECTION CRITERIA

- Experience in a similar philanthropy, sponsorship, fundraising, marketing, or event management role.
- Event management experience, including creation and execution of events.
- Proven ability to professionally manage and engage with multi-level stakeholders across a range of industries and backgrounds.
- Database management experience, including the ability to maintain accuracy and integrity of data.

KEY ATTRIBUTES

ESSENTIAL

- Exceptional attention to detail (including quality-checking of work/proof-reading).
- Strong verbal and written communication skills, both over the phone and in person.
- Immaculate personal presentation.
- Proven ability to manage time, prioritise tasks and work to strict deadlines.

DESIRABLE

- Experience with specific databases, ie, Tessitura, Evnto, WRIKE.
- Arts industry knowledge and/or experience.

POSITION DETAIL

DEPARTMENT:	Philanthropy
REPORTS TO:	Head of Philanthropy
LOCATION:	West Australian Ballet Centre 134 Whatley Crescent, Maylands WA 6051
CONTRACT	Fixed Term (12 months)
HOURS:	Full-time position based on 38 hours per week from 9am-5.30pm, Monday-Friday with a 1-hour lunch break. Some out-of-hours work is required to fulfil the requirements of the role.