



WEST AUSTRALIAN
BALLET

WEST AUSTRALIAN BALLET SENIOR PHILANTHROPY MANAGER

REPORTS TO: Head of Development

JOB ROLE: Full time based at the West Australian Ballet Centre (Maylands).

HOURS: 38 hours per week (Evening and out-of-hours work required)

SUPERVISES: Permanent positions: Philanthropy Coordinator & Philanthropy Events Coordinator
Short-term contract: Philanthropy Assistant

WEST AUSTRALIAN BALLET

West Australian Ballet (WAB), based at West Australian Ballet Centre in Maylands, is the State flagship company for WA, performing a dynamic and extensive series of ballet and contemporary dance works in metropolitan Perth and regional Australia.

JOB SUMMARY

The Senior Philanthropy Manager is responsible for driving and managing Private Giving within the company, implementing the strategic plan for Private Giving and for leading the Philanthropy Team in the delivery of that plan. The overarching goal of the role is to maximise philanthropic revenue for WAB through effective cultivation and stewardship, and the development of philanthropic opportunities for private supporters including individuals and foundations.

The Senior Philanthropy Manager leads a high performing team who are committed to the education and engagement of existing and potential supporters through the delivery of events and experiences that align with the quality of performances. The role includes the implementation of a strategy that encompasses the following fundraising channels: annual giving and specific annual campaigns, foundations, capital campaigns and planned giving.

The Senior Philanthropy Manager works with the wider Development Team to embed fundraising at the heart of WAB by educating all within the organisation about the importance of fundraising and philanthropy, empowering staff and Directors to play their part as ambassadors.

It is incumbent on the Senior Philanthropy Manager 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 WORKING RELATIONSHIPS

- Reports to the Head of Development.
- Direct supervision of the permanent positions Philanthropy Coordinator & Philanthropy Events Coordinator and the short-term contract Philanthropy Assistant to ensure an integrated philanthropy team.
- Works closely with the Head of Development and Senior Corporate Partnerships Manager to

ensure an aligned overarching fundraising strategy and complimentary communications with key stakeholders.

- Fosters excellent relationships with key stakeholders including major donors, WAB Committees, WAB Company Directors, Volunteers, Patrons and government agencies.
- Seeks and develops new relationships with potential donors, foundations and philanthropic leaders within WA, nationally and internationally.
- Maintains excellent relationships with all administrative staff, artistic staff and dancers.

KEY ACCOUNTABILITIES AND FUNCTIONS

1. STRATEGY AND LEADERSHIP

- Direct supervision of the permanent positions Philanthropy Coordinator & Philanthropy Event Coordinator and the short-term contract Philanthropy Assistant to support professional development and completion of their annual work plan and objectives.
- Work closely with the Head of Development to develop the Strategic Plan for Philanthropy.
- Guides and monitors personal solicitation efforts by members of the Board, staff, and committees according to special interests or capabilities.
- Adhere to WAB values, all policies for conflict resolution and workplace relations and bring any issues to the attention of the Head of Development.
- Other duties as required by the Head of Development.

2. PHILANTHROPIST CULTIVATION AND MANAGEMENT

- Work with the Executive Director and Head of Development to develop and strengthen current relationships.
- Work closely with WAB team and Philanthropy Advisory Board to support development of networks and ensure effective approach to meeting and engaging potential philanthropists.
- Cultivate new potential donors and philanthropic prospects.
- Preparation and submission of grant proposals and acquittals for funds from private trusts and foundations. Assist with the identification of new leads from these sources.
- Develop and oversee the artistic engagement strategy for philanthropy activities.
- Personally solicit major gifts as required.

3. DONOR EVENTS

- Oversee Philanthropy Event Coordinator to ensure fundraising events engage current and potential donors in line with the overarching Philanthropy Strategic Plan.
- Attend Philanthropy Events and work with Philanthropy Coordinator, Philanthropy Event Coordinator and Philanthropy Assistant to ensure adequate staffing for events.

4. BUDGET MANAGEMENT AND REPORTING

- Preparation of Philanthropy Income and Expense Budgets and Reports as required by Head of Development.
- Regular review of Philanthropy Income, Lapsed Donor Report and Budget Comparison for input into Head of Development's board report.
- Preparation and oversight of the Philanthropy Expense Budget in conjunction with Head of Development to ensure compliance with company finance protocols.

5. COMMUNICATIONS

- Work closely with Marketing Team to ensure Philanthropy Publications are consistent with season branding and in line with company standards and protocols.
- Ensure Endowment/Pas de Deux Pledge Reminder notices are distributed in line with Registers and Endowment Reporting timelines are met.
- Negotiate and complete contracts with trusts/foundations when required. Oversee subsequent acquittal reports and/or complete as required.
- Manage and contribute articles to bi-annual productions of Ballet News and any other WAB newsletters/productions as required.
- Attend Philanthropy Advisory Board Meetings as required.

KEY PERFORMANCE INDICATORS

- In conjunction with Head of Development, ensure Philanthropy revenue targets are met and/or exceeded.
- Endowment Pledge Payment targets are met.
- Philanthropy Expense budget is not exceeded.
- Accurate and current database of all philanthropy prospects.
- Innovative proposals that deliver measurable outcomes for Trusts/Foundation.
- Stable and positive working relationships within the Philanthropy team and contribute positively to the working environment for the broader WAB administrative team.

ESSENTIAL SELECTION CRITERIA

- Tertiary education qualification or significant industry experience.
- A minimum of five years' experience in a sales, fundraising and/or sponsorship role.
- Experience in donor cultivation and management of donor acknowledgment programs
- Budget management and reporting
- Proven ability to manage others and their management of time and prioritization.
- Excellent verbal and written communication and strong attention to detail.
- Demonstrated flexibility in approach to work.

DESIRABLE SELECTION CRITERIA

- General knowledge of the arts sector.
- Experience of working in a similar role.