

PHILANTHROPY AND PARTNERSHIP MANAGER

Ensemble Theatre is seeking an innovative, motivated and outcomes-focussed fundraising professional to take on the role of Philanthropy and Partnerships Manager to create and execute a philanthropy strategy, grow and manage partnerships and drive fundraising campaigns for Ensemble Theatre.



Aaron McGrath and THE BLACK COCKATOO cast. Photo by Prudence Upton



ABOUT US

Ensemble Theatre in Kirribilli, Sydney is Australia's longest continuously running professional theatre company. We are a welcoming and inclusive theatre for everyone and give voice to diverse stories by presenting an annual season of exceptional plays by Australian and international playwrights. In recent years the company has embarked on a period of reflection and significant change to ensure continued artistic development, audience growth and financial sustainability. Ensemble Theatre is supported by a healthy subscriber base, experienced staff and an enthusiastic and engaged board.

Complementing the annual season are audience experience and education programs which offer opportunities to emerging artists and young people. The company is a registered charity with DGR status and reliant on income derived from box office, philanthropic support and more recently, government funding to develop and tour new Australian work.

Ensemble is committed to being an influential and trusted arts leader contributing to national conversations and social change in our local community, NSW and beyond.



Photo by Prudence Upton



THE ROLE

Reporting to the Ensemble Foundation Board, Executive team and working closely with the Marketing Manager, this position will be instrumental to the creation and execution of a philanthropy and partnership strategy to support major capital projects, the development and presentation of new plays, and access activities at Ensemble Theatre.

In this role you will proactively build and drive engagement, stewardship, relationships and cultivate current supporters and new prospects for major gift and capital campaign programs. You will manage the End of Financial Year (EOFY) campaign and work closely with Ensemble's Artistic, Marketing and Production teams, as well as the Foundation Board, to deliver at least two fundraising events annually. You will also be responsible for promoting and growing the bequest program. Success includes meeting income, retention and growth targets as well as managing an expenditure budget.

While the role works closely with the Ensemble board and staff there is a high degree of autonomy regarding daily priorities, managing projects and engaging and maintaining relationships with patrons, donors and partners. To be successful in this role you will be committed to providing exceptional personal service to Ensemble stakeholders and you will be equipped with knowledge of Australia's philanthropic landscape, the Performing Arts industry and an appreciation of theatre.

Ensemble Theatre is currently experiencing an exciting time of growth and development. This role provides an opportunity for a creative and collaborative philanthropy professional to make a significant contribution to the company's future success. The position would suit a qualified philanthropy leader with 5+ years of experience preferably in the arts and culture sectors.

KEY SELECTION CRITERIA

- At least 5+ years' experience in philanthropy sector with demonstrable results in fundraising, communications, events, donor acquisition and management.
- Excellent interpersonal, organisational, verbal and written communication skills
- Excellent presentation and pitching skills
- Proven track record in establishing and fostering relationships with key individuals and organisational stakeholders
- Proven experience using customer databases and insights to make data-driven decisions and shape fundraising strategy and activity
- Ability to manage competing priorities in a busy deadline-oriented work environment
- Ability to work effectively in a team
- Genuine love of the arts



KEY RESPONSIBILITIES

- Develop and execute an agreed development strategy to grow philanthropic and corporate sponsorship programs for Ensemble Theatre
- Develop strategies to increase on-line giving and income from ticket sales and subscriptions
- Actively seek out new philanthropic and partnership prospects
- Manage and grow the current suite of partners
- Grow the Bequests Program
- Develop and execute ideas for new strands of fundraising, including fundraising events
- Application and acquittal of Trust and Foundation grants
- Work closely with Ensemble Artistic, Marketing and Production departments to ensure high quality and smooth delivery of events and experiences which bring donors closer to the company
- Work closely with Ticketing and Marketing Managers to drive general donations through the website, ticket sales and other appropriate marketing activity
- Work closely with the Ticketing and Marketing Managers to ensure fundraising strategies are integrated into box office operation to ensure data collection, reporting and analysis maximises the company's understanding of its audience and CRM and sales capability
- Maintain accurate donor information on Ensemble's ticketing system, ENTA
- Provide regular reports on income received, new funds raised and analysis on fundraising activities
- Undertake responsibilities in keeping with the role of the position, as requested by the Ensemble Foundation Board and Executive team
- Represent Ensemble Theatre at fundraising events, as required

CRITERIA FOR SUCCESS

- After 12 months in role, the successful candidate will have:
 - Developed a Philanthropic and Partnership strategy
 - Met agreed targets for the EOFY donation campaign other annual giving activity
 - Planned and implemented the 2021 annual appeal
 - Identified a new potential major donor
 - Cultivated relationships with current partners and introduced new partnerships
 - Developed a management plan for 12-18 months which will ensure prospective major donors are cultivated and encouraged to increase their giving to the company



POSITION HOURS, REMUNERATION AND BENEFITS:

- The position is full-time, 38 hours per week.
- After hours attendance of some Ensemble Theatre events will be required.
- Salary based on experience \$100,000 plus superannuation at 10%
- Mobile phone & plan
- Laptop with ability to network from home
- Industry award entitlements apply, e.g. annual and sick leave
- Complimentary tickets to Ensemble Theatre productions subject to availability.

MAKING AN APPLICATION:

Please forward your application, including a cover letter, response to selection criteria and a copy of your current CV.

Mark your application CONFIDENTIAL and address to Loretta Busby, Executive Director at: Ensemble Theatre, 78 McDougall St, Kirribilli NSW 2061 Or email to: loretta@ensemble.com.au

Please include the words '**Philanthropy and Partnerships Manager**' in the subject line of email.

Applications close COB Monday 11 January, 2020.

For further information please contact: Loretta Busby (02) 8918 3413/0416 204 104.