



## **Position Description** **Philanthropy Manager**

### **Company Profile**

Bangarra is Australia's leading Aboriginal and Torres Strait Islander performing arts company, widely acclaimed nationally and around the world for its powerful dancing, distinctive theatrical voice and utterly unique soundscapes, music and design.

Over its 31-year history, Bangarra has created an extensive repertoire of distinctively Australian experiences weaving traditional and modern cultures seamlessly into its award-winning dance theatre productions. Alongside its acclaimed mainstage seasons, Bangarra's digital projects, national education and youth programs, promote awareness and understanding of Aboriginal and Torres Strait Island Cultures. The company tours extensively to national, regional and remote centres across Australia and internationally each year.

Bangarra has recently returned to its redeveloped home at 'the Wharf', including studios, offices and commercial event spaces within the Walsh Bay Arts Precinct.

### **Position Description**

The Philanthropy Manager is a pivotal role within the team. The role reports to the Development Director and is responsible for delivering a strategic approach to growing Bangarra's donor base – with an emphasis on major gifts, stewarding current donors, developing high-level events and managing and cultivating new relationships and opportunities with trusts and foundations.

### **Areas of Responsibility**

#### **Donor Strategy and Stewardship**

1. Develop and deliver end-to-end philanthropic campaigns at key points throughout the year.
2. Work with the Development Director on major campaigns.
3. Deliver outstanding donor stewardship, managing a portfolio of key donors based around the country.
4. Principal responsibility for research and identification of prospective philanthropic opportunities including potential benefactors, grants offered through fundraising projects, gifts, bequests, and relevant foundations and trusts.
5. Develop cultivation plans for key geographical areas.
6. Research and identify prospective donors whilst exercising the highest levels of discretion, integrity and professionalism.
7. Ensure financial and legal governance with regard to philanthropic funding is clear and documented, and processes put in place to ensure compliance requirements are met. Ensure financial records are appropriate and timely.
8. Research and develop policies regarding philanthropic giving.
9. Devise philanthropy events including stewardship and fundraising events.

10. Maintain current and prospective donor records and relationship progress within the Tessitura CRM system.
11. Collaborate with Marketing to ensure appropriate acknowledgement of donors, across all publications, digital and marketing materials.
12. Manage the individual giving budget tracker for the global development budget.

### **Trusts and Foundations**

13. Actively monitor opportunities for grant applications for philanthropic trusts and foundations.
14. Manage relationships with current trusts and foundations supporting the company, including working with the relevant internal stakeholders for the delivery of programs related to the funding.
15. Manage the reporting of deliverable activities for successful corporate grants, including acquittals.
16. Develop and execute new grant agreements.
17. Collaborate with Marketing to ensure appropriate acknowledgement of trust and foundation partners, across all publications, digital and marketing materials.
18. Manage the trusts and foundations budget tracker for the global development budget.

### **General**

19. Build successful relationships and work closely with the company's Education and Youth team, Marketing and Communications team and Artistic team.
20. Attend community nights, opening nights and special events as needed – some occasional interstate travel is required.
21. Other duties reasonably required by the Development Director.

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### **Skills & Expertise**

1. Experience in developing successful relationships with philanthropic donors including soliciting gifts, supporting cultivation and stewardship.
2. Knowledge of fundraising principles and guidelines, relevant legislation and ethical standards.
3. High level experience in data management, analytics and reporting.
4. Effective influencing skills as well as tact, diplomacy and discretion.
5. Working knowledge of prospect identification and relationship management.
6. High level of relationship management skills.
7. Proven ability to prioritise a high workload and juggle competing demands.
8. Ability to work autonomously but as part of a small team