



Position Description
Philanthropy Officer
Full-time

Join Bangarra and play an important role in providing key administrative support to our philanthropic campaigns, including customer relations, donor ticketing, event management, data analytics and CRM management.

What Working with Bangarra Offers

- Work at our newly renovated premises at Sydney's Walsh Bay, an expanding, vibrant, arts precinct.
- Flexible employment arrangements.
- Competitive employee benefits including cultural leave, performance tickets, professional training and development opportunities and more

Company Profile

We are Bangarra Dance Theatre. We are a company of professional Aboriginal and Torres Strait Islander performers. We are storytellers. We are fire makers.

As one of Australia's leading Indigenous performing arts companies, we share our culture with Communities and audiences across Australia and the world.

We have been making our indelible marks on the Australian and international theatre landscape for over three decades. We are at home performing on Country, on Australia's most iconic stages and running education workshops and programs to nurture the next generation of storytellers.

We are for the hundreds of First Nations Communities across Australia – and for anyone who wants to be part of our story.

Position Description

The position reports to the Philanthropy Manager and supports the Development team in growing Bangarra's philanthropic funding partners and private donor base, including stewardship and company related events.

The Philanthropy Officer plays an important role in providing key administrative support including customer relations, donor ticketing, event management, data analytics and CRM management. The role works closely with the Philanthropy Manager and Development Director, as well as having a collaborative relationship with the Marketing, Ticketing and Finance teams.

Roles and responsibilities:

bangarra dance theatre australia

Pier 4/5 Hickson Road, Walsh Bay NSW 2000 p +61 2 9251 5333 f +61 2 9251 5266
e bangarra@bangarra.com.au w bangarra.com.au abn 96 003 814 006

- Supports the administration of the philanthropy area, in collaboration with the Philanthropy Manager, including annual giving, campaign, pledges and planned giving. This includes data analytics, list extractions within the CRM, direct mail solicitation, processing donations and acknowledging and receipting donors promptly.
- Coordination of key deadlines for philanthropic renewal and reporting periods, in conjunction with the Philanthropy Manager.
- Assisting with coordination of supporter communications including copy writing and distribution of funder reports, donor related areas of the website; and patrons page of the national season program and annual report.
- Coordination of philanthropy events, including morning teas, open rehearsals, and other networking style events at performing arts venues and Bangarra's home at the Wharf. This includes invitation list and invite creation, venue and catering bookings, and management at the event.
- Management and booking of all philanthropy VIP tickets and hospitality throughout performance seasons, including corporates, government representatives and key donors.
- Management of a calendar of deadlines for Trusts and Foundations (both for applications and reporting requirements).
- Responsible for ensuring the team has active memberships for philanthropy research platforms and websites for fundraising research and promotion of the company.
- Coordination of finance reconciliation, budget and expense tracking and reporting.
- Research into prospective philanthropic fundraising opportunities, including grants and private giving trends.
- Provide reports, utilising CRM software, for the wider team and Executives.
- Any other tasks as reasonably requested by the Development Director and Philanthropy Manager.

Selection Criteria

- Relevant tertiary qualifications in arts administration, event management, marketing or business.
- Experience in fundraising, customer service or ticketing within the arts industry including experience using databases, in particular Tessitura, and an affinity for following CRM processes.
- Strong verbal and written communication and interpersonal skills, including the ability to negotiate, be persuasive, develop trust and maintain effective relationships.
- A team player with the ability to work independently, accuracy and attention to detail.
- Motivated and with a willingness to act with initiative and creativity.
- Ability to take a practical, pragmatic and "hands-on" approach.

Desirable Criteria

- An interest in the arts and Aboriginal and Torres Strait Islander cultures.

This position requires flexibility to work out of hours at events during peak periods and an ability to undertake interstate and regional travel.

For further information, please contact
Anna Matthews, Development Director, annam@bangarra.com.au

To apply, please send:

- A cover letter including a response to each of the above Selection Criteria (no more than 2 pages)
- A full CV, including the names and contacts of at least 2 referees (referees will not be contacted before the shortlisting stage and after checking with the candidate)

To jobs@bangarra.com.au by 9am Monday 29 January 2024

bangarra dance theatre australia

Pier 4/5 Hickson Road, Walsh Bay NSW 2000 p +61 2 9251 5333 f +61 2 9251 5266
e bangarra@bangarra.com.au w bangarra.com.au abn 96 003 814 006