

Philanthropy Executive – Foundations & Grants

Reports to: Philanthropy Manager

Supervises: n/a

Works closely with: Philanthropy Executive – Campaigns & Appeals
Development Coordinator – CRM & Engagement
Functions Coordinator (Oct – Apr)
Executive Assistant
Sponsorship (Manager) & Executive(s)
Marketing Team, Programming Team, Production Team
Adelaide Writers' Week Team

The Philanthropy Executive – Foundations & Grants is a full-time role, reporting to the Philanthropy Manager, to generate income and achieve the Adelaide Festival's philanthropic targets and engagement objectives.

This role services all Major Foundation Partners, including Foundation Adelaide Festival (FAF).

The Philanthropy Executive is responsible for implementing operational strategies alongside the Philanthropy Manager and works closely with the Development Coordinator – CRM & Engagement to utilise Tessitura as a tool for cultivation and accurate record keeping.

This position is primarily responsible for developing the relationships Adelaide Festival has with an array of philanthropic Foundations / Trusts – both Private Ancillary Funds (PAFs) and Public Ancillary Funds – through retention & growth of existing Major Foundation Partners, the cultivation of new relationships, and the exploration of existing donors who may have established family foundations, ultimately leading into conversations around legacy giving.

As the day-to-day contact for Adelaide Festival's Major Foundation Partners, this role is responsible for facilitating deep organisation-wide engagement with Trustees / Grants Managers, along with the coordination of proposals, communication, reporting and renewals.

A strategic approach to engaging with Foundations / Trusts requires project management skills to bring many areas of the organisation together, often across youth, education, access, inclusion, sustainability and specific program related projects, to deliver on agreed project outcomes.

This role may also provide assistance to project or foreign grants across different departments within the organisation.

Key Result Areas

People & Culture

- Participate as a proactive member of the Adelaide Festival Team and Development Team to promote a culture of teamwork, mutual respect and trust
- Liaise collaboratively with all departments and communicate Development strategies to ensure that a collective, festival wide approach to customer service / stakeholder engagement is maintained
- Participate in continuous improvement activities by regularly evaluating processes for efficiency and productivity and recommending changes to the Head of Development
- Participate in initiatives that enhance access, inclusion, innovation, education and sustainability
- Adhere to and comply with Adelaide Festival policies and procedures including WHS requirements
- Continuously keep the Adelaide Festival's core values and overall strategic plan front of mind when considering Philanthropic initiatives, and consider ways to amplify Adelaide Festival's business and marketing objectives through Sponsor-related activities
- Actively participate in networking and professional development opportunities, and continually research and monitor the national philanthropic landscape

Income Generation & Philanthropy Organisation

- Work alongside the Philanthropy Manager to implement operational strategies that generate income and achieve the Adelaide Festival's philanthropic targets and engagement objectives – specifically in relation to Foundations and Grants
- Prepare applications for financial support through a range of philanthropic foundations, grants and trusts
- As the main contact for Adelaide Festival's Major Foundation Partners, including Foundation Adelaide Festival, facilitate deep engagement with Trustees / Grants Managers – and take responsibility for the day-to-day engagement & management of, and accuracy with, each of these relationships
- Develop personal relationships with existing partners to encourage retention and growth of existing Major Foundation Partners
- Actively research, explore and cultivate prospects and develop new relationships with philanthropic Foundations / Trusts – both Private Ancillary Funds (PAFs) and Public Ancillary Funds to secure new financial support

- With the support of the Philanthropy Manager and Philanthropy Executive, actively explore and steward existing donors who may have established family foundations (PAFs), to secure new and increased avenues of financial support
- Ensure the appropriate connections are made at various levels within the organisation (ie Chief Executive, Chairs, Artistic Director, Head of Development)
- Demonstrate strong project management skills to bring together the relevant AF departments (Executive, Marketing, Sponsorship, Programming, Production & Writers' Week – across youth, education, access, inclusion, sustainability and specific program related projects) to scope collaborative projects and coordinate proposals, as required, and to deliver on agreed project outcomes
- Ensure regular, timely & quality communications and report back to Foundations as per their requirements
- Prepare materials for distribution to both current and potential donors
- Work closely with the Development Coordinator – CRM & Engagement to ensure high quality servicing and engagement and utilise Tessitura as a tool for cultivation and accurate record keeping. Ensure sound data management, with databases are maintained accurately and regularly updated
- Oversee the Development Coordinator – CRM & Engagement to coordinate and distribute donor ticketing and provide ongoing ticketing assistance, and distribute Festival guides/promotional materials and key communication announcements in a timely manner
- Plan donor engagement activities and work closely with the Functions Coordinator (Oct-Apr) to deliver high-quality events
- Work with the Head of Development and Philanthropy Manager to steward Foundation 'donors' into the Adelaide Festival Legacy Circle, encompassing legacy giving and bequests
- Keep the Head of Development and Philanthropy Manager advised of pledges and payments and prepare internal reports when required
- Provide assistance to project or foreign grants across different departments within the organisation, as required
- As directed by the Chief Executive, service the Foundation Adelaide Festival by overseeing the meeting schedule and attendances, collating papers and distributing meeting agendas, taking minutes and actions & distributing in a timely fashion, ensuring inclusion on AF event invite lists and communicating key Adelaide Festival announcements, as required

Finance, Administration & Reporting

- Achieve agreed financial income targets across the Philanthropy Program

- Raise purchase orders and monitor expenditure budget associated with philanthropy cultivation and engagement
- Monitor expenditure and 'cost-of-service' associated with philanthropy cultivation and engagement
- With assistance of the Development Coordinator – CRM & Engagement, ensure payments are followed up promptly, contracts created as appropriate and receipts are issued immediately after payment is made, with acknowledgement inline with the AF Philanthropy protocols, and recorded accurately in Tessitura
- Provide financial updates to Head of Development as required
- Coordinate post-Festival philanthropy reports and debriefs as required
- Ensure all databases and records in Tessitura are maintained accurately and regularly updated

Event Coordination

- In consultation with the Head of Development & Philanthropy Manager, coordinate and deliver philanthropy and prospecting events of varying scales, inline with AF's engagement strategy throughout the year, up until the Functions Coordinator is contracted (approx. Sept-April)
- Once contracted, work closely with the Functions Coordinator (Sept-Apr) to deliver events over the Festival period
- Liaise with external suppliers including venues and caterers
- Prepare event briefs, run sheets, guest profiles and keep updated within the Adelaide Festival Events Calendar and Prepared, as required
- Assist in the preparation of speech notes in consultation with the Executive Director, Artistic Director, Chair(s) as required
- Ensure all relevant internal and external stakeholders are briefed ahead of each event
- Undertake hosting responsibilities to deeply engage with stakeholders at AF Launches, on Opening Night and other key AF events, including Writers Week, and facilitate introductions as required

Experience & Qualifications:

- A minimum 2 years' experience in a similar role
- Experience working on philanthropy & fundraising programs with proven successful results
- Experience of Australian Philanthropic Foundation structures, legislation and requirements
- A degree in Communications or Business is desirable but not essential
- Experience in the Arts or related fields is desirable

Personal Specifications:

1. A genuine interest in people and authentic curiosity of their interests & motivations
2. Proven experience in developing sound, mutually-beneficial relationships/partnerships – specifically across Foundations (private & public)
3. Proven experience in forming deep relationships with Foundations & philanthropists, cultivating prospective partners, and establishing & maintaining relationships that deliver funding for specific projects
4. A strong understanding of customer service principles as they apply to philanthropy, and an ability to manage expectations, yet exceed them appropriately
5. Strong administrative skills and organisation, with high attention to detail and accuracy
6. Strong writing skills and proven experience in applying for and securing financial support through Foundations, Grants and/or Trusts
7. Excellent presentation and interpersonal skills
8. Ability to manage time effectively and meet deadlines
9. Demonstrated ability to think creatively and strategically, and communicate ideas effectively as a team player
10. Ability to problem solve and remain calm under pressure while working in a fast-paced environment
11. Proven ability to use, manipulate & manage databases & CRM systems, ideally Tessitura
12. Knowledge of Microsoft Office programs and the ability to use Word and Excel to an advanced level
13. Basic knowledge of Privacy legislation

14. Demonstrated collaborative working style and the ability to work as a productive team member
15. Knowledge of and familiarity with the Adelaide Festival and its position within the Australian arts sector

Development Team Structure

FINAL - June 2022

