

Philanthropy Manager

Reports to:	Head of Business Development
Supervises:	Philanthropy Executive – Foundations & Grants Philanthropy Executive – Campaigns & Appeals Intern (optional)
Works closely with:	Development Coordinator – CRM & Engagement Functions Coordinator (Oct – Apr) Executive Assistant Sponsorship (Manager) & Executive(s) Marketing Team Programming Team Production Team Adelaide Writers' Week Team Foundation Adelaide Festival Chair

The Philanthropy Manager is a full-time role reporting to the Head of Development and manages two Philanthropy Executives to generate income and achieve the Adelaide Festival's philanthropic targets and engagement objectives.

The Philanthropy Manager is responsible for developing and implementing operational strategies alongside the Head of Development and in consultation with the Foundation Adelaide Festival Board.

The Philanthropy Manager actively contributes to cultivation and stewardship across all donor programs, provides strategic advice to campaigns & appeals, and engages with Major Foundation Partners and emerging PAFs.

Specifically, the Philanthropy Manager is responsible for high net worth donor groups, including the Chairman's Circle, Opera Donor Circle and other major individual donors & major gifts, and works closely with the Development Coordinator – CRM & Engagement and Functions Coordinator (Oct-Apr) to ensure high quality servicing and engagement.

As a day-to-day contact for Adelaide Festival's philanthropists, this role is responsible for facilitating deep, intuitive engagement with donors and connection with appropriate levels of management, along with the coordination of proposals, communication and reporting.

The Philanthropy Manager works with the Philanthropy Executives to steward donors into the Adelaide Festival Legacy Circle, encompassing legacy giving and bequests.

Key Result Areas***Leadership, 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

Foundation Adelaide Festival

- Attend and contribute to Foundation Adelaide Festival meetings, as required

Income Generation & Philanthropy Organisation

- Work with the Head of Development to develop and implement operational strategies in line with the Foundation Adelaide Festival Strategy and AF Philanthropy Strategy & Plans.
- Manage two Philanthropy Executives to generate income and achieve the Adelaide Festival's philanthropic targets and engagement objectives across all donor programs
- Actively cultivate potential donors – to secure new financial support – and steward alongside existing donors – to retain existing and encourage increased financial support – across all donor groups

- Engage as a main contact to service to develop deep relationships with high net worth donor groups, specifically the Chairman's Circle, Opera Donor Circle and other major individual donors & major gifts – and take responsibility for the day-to-day engagement & management of, and accuracy with, each of these individual donors
- Ensure the appropriate connections are made at various levels within the organisation (ie Chief Executive, Chairs, Artistic Director, Head of Development)
- Support the Philanthropy Executive to provide strategic advice to campaigns & appeals
- Support the Philanthropy Executive to engage with Major Foundation Partners and both established & emerging Private Ancillary Funds (PAFs) and Public Ancillary Funds
- Coordinate proposals, ensure regular & quality communications and report to donors in a timely manner
 - In consultation with AF marketing and alongside Philanthropy Executives, prepare materials for distribution to current and potential donors
 - Oversee outgoing correspondence for all donor groups, in consultation with Philanthropy Executives and with the support of the Development Coordinator – CRM & Engagement – and specifically manage activity for the Chairman's Circle, Opera Donor Circle and Major Donors
 - Liaise with the AF departments – Executive, Marketing, Sponsorship, Program and Production, as required to fulfil project and communication outcomes
- Work closely with and delegate to the Development Coordinator – CRM & Engagement to ensure high quality servicing and engagement and to ensure sound data management, with databases 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, Foundation Adelaide Festival Board and Philanthropy Executives to steward donors into the Adelaide Festival Legacy Circle, encompassing legacy giving and bequests
- Keep the Head of Development advised of pledges and payments and prepare internal reports when required

Finance, Administration & Reporting

- Oversee the Philanthropy Executives to ensure agreed financial income targets across the Philanthropy Program are achieved

- Achieve agreed financial income targets across Chairman's Circle, Opera Donor Circle and Major Gifts programs
- Raise purchase orders and monitor expenditure budget and 'cost-of-service' associated with philanthropy cultivation and engagement
- Delegate to Development Coordinator – CRM & Engagement to process and receipt donations for Chairman's Circle and Opera Donor Circle and other Major Donors and record accurately in Tessitura
- 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
- Provide financial updates from Philanthropy Programs 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

- Working with the Philanthropy Executives and Functions Coordinator (Sept-Apr), oversee philanthropy and prospecting events in line with AF's engagement strategy
- Ensure all functions and activities are delivered to a high standard, maximise key objectives for the event and ensure that every event is aligned to and enhances the Adelaide Festival brand
- Develop and implement Chairman's Circle and Opera Donor Circle Events (local and interstate) throughout the year – and with the support of the Functions Coordinator (Sept-Apr) over the Festival period
- Liaise with external suppliers including venues and caterers, as required
- Work closely with the Functions Coordinator (Sept-Apr) to deliver events over the Festival period, in line with budgets
- Prepare event briefs, run sheets, guest profiles and keep updated within the Adelaide Festival Events Calendar and Prepared, as required
- Prepare 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 5 years' experience in a similar role
- Experience in managing philanthropy & fundraising programs with proven successful results
- Experience in motivating and managing a fundraising team to successfully achieve goals and objectives
- 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 managing people and developing sound, mutually-beneficial relationships both internally and externally
3. Proven experience in successfully securing and retaining philanthropic financial support to reach, and exceed, financial targets
4. Proven experience in forming deep relationships with philanthropists, cultivating prospective donors, and establishing & maintaining relationships that deliver funding for specific projects
5. A strong understanding of customer service principles as they apply to philanthropy
6. High level of financial management skills to understand targets and budgets and to monitor expenditure and cost-to-service ratios
7. Excellent presentation and interpersonal skills
8. High level of organisation and high attention to detail and accuracy
9. Ability to manage time effectively and develop workflow plans – individually & across a team
10. Demonstrated ability to think creatively and strategically, and communicate ideas effectively as a team player
11. Ability to problem solve and remain calm under pressure while working in a fast-paced environment
12. Proven ability to use, manipulate & manage databases & CRM systems, ideally Tessitura
13. Knowledge of Microsoft Office programs and the ability to use Word and Excel to an advanced level
14. Basic knowledge of Privacy legislation

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

Development Team Structure

FINAL - June 2022

