

Orchestra Victoria Philanthropy Manager Position

Description

Orchestra Victoria

Orchestra Victoria is one of only two specialist opera and ballet orchestras in Australia. Established in 1969, Orchestra Victoria is a world-class performance partner of The Australian Ballet, Opera Australia and Victorian Opera. With a rich history performing with opera, dance and musical theatre companies, Orchestra Victoria is dynamic and versatile with expertise in an incredible breadth of repertoire.

The Company performs regularly in the State Theatre in Melbourne and presents concerts and education programs in regional and outer metropolitan centres across Victoria. Orchestra Victoria's administrative offices and rehearsal studio are located at 77 Southbank Boulevard, Southbank. It is a wholly-owned subsidiary of The Australian Ballet (TAB).

Role overview

The Philanthropy Manager manages relationships with patrons, prospective patrons, and philanthropic funding bodies, and works closely with the Executive Director, Orchestra Victoria, and the philanthropy team at TAB to develop and lead fundraising activities.

This position initiates contact between patrons, potential patrons and Orchestra Victoria, and is responsible for managing, maintaining and developing relationships to increase financial support for the Orchestra from private benefactors, PAFs, Trusts, Foundations, community-service organisations, and bequests. It may also assist in planning special events to maximize prospect and donor engagement and involve writing grant applications as required.

There is flexibility in the hours of work that acknowledge attendance at evening and weekend performances and/or functions. This position is equivalent to three to four days a week (negotiable) and based in Melbourne and may have a limited travel component.

Key Responsibilities

Under the direction of the Executive Director, Orchestra Victoria (OV), and with the guidance and support of The Australian Ballet (TAB) Philanthropy Department, the key duties include:

- Developing the annual plan of fundraising activities and functions, under the direction of the OV Executive Director, and in alignment with the best practices of TAB's philanthropy team led by the Director of Philanthropy;
- Arranging all aspects of fundraising activities – invitations, RSVPs, venues, speakers, catering, key messages and speeches, marketing and media, staffing, etc, including:
 - dress rehearsals and private donor functions;
 - other hospitality events;

- Managing the donor pipeline of prospects and donor lifecycle through Identified, Cultivate, Solicitation and Stewardship;
- Identifying major donor and or Trust and Foundation prospects;
- Support and manage donor interaction with executives strategically including the Executive Director, Artistic Director, and OV Board members;
- Provide reports to the OV Executive Director and TAB Philanthropy Director, following each event/activity;
- Engage with moves management processes to ensure collaboration and best practice donor management across the broader Philanthropy team;
- Collaborating with Orchestra sponsorship activities and openly collaborate as appropriate;
- Working with Philanthropy Services to create and manage regular reporting; be aware of targets and progress: contribute to board reporting;
- Establishing initiatives to increase annual donations and to acquire new donors;
- Actively contribute and attend OV functions such as: opening nights, performance functions and other events/ activities, as appropriate;
- Assisting with the general and ongoing, entry and maintenance of data on the database
- Undertaking other duties as reasonably requested by the OV Executive Director and TAB Director of Philanthropy;
- Assisting with collecting information for grant applications and assist with writing submissions.

Knowledge, skills and attributes

- General understanding of PAFs and philanthropic grant funding organisations and their processes;
- Ability to source prospects through direct marketing and donor acquisition initiatives and segmenting approaches to move donors up through the giving pipeline;
- Ability to develop and strengthen relationships with current benefactors, patrons and prospective new donors;
- Knowledge in the arts, of performing arts organisations and programs, and specifically a working knowledge/experience of TAB and OV, its policy initiatives, mission, vision and future priorities.
- Skills and ability to establish effective relationships with peers and senior staff;
- Maturity to work independently as a team member; ability to think strategically and make sound decisions;
- Good verbal and written communication skills; accomplished presentation and public speaking skills; ability to represent the Company at public forums and events;
- Ability to exercise discretionary judgement and handle challenging situations calmly, graciously and constructively;
- Excellent interpersonal skills, and ability to network and utilise networks, diplomacy, sensitivity, decisiveness and persuasiveness skills;
- Planning and organisation skills and attention to detail.

Selection Criteria

Essential

- Significant experience and knowledge in managing private giving campaigns, patrons/membership programs, donor identification, research and cultivation, gift solicitation, donor recognition and

stewardship and event management, preferably in the performing arts, or a combination of relevant training combined with philanthropic experience;

- Exceptional interpersonal skills, with a demonstrated ability to positively influence, and communicate professionally, empathically and with sensitivity;
- Demonstrated ability to fund raise and/or secure new revenue streams and a proactive approach to developing and strengthening relationships with current benefactors, patrons and prospective new donors;
- Ability to meet fundraising goals and timeframes, manage multiple tasks to be self-directed, self-organised and work professionally both autonomously and collaboratively;
- Passion for the performing arts, and an ability to work towards the strategic direction of the Company;
- Ability to work irregular hours including evenings and weekends, and travel with the orchestra as required.

Desirable

- Knowledge relevant to an opera and ballet orchestra and/or orchestral music;
- Victorian driver's license.

Orchestra Victoria's values

- Inspiration and quality
- Custodianship and innovation
- Collaboration and partnership
- Teamwork and respect
- Social responsibility

Inherent Requirements

Element	Weight range / activity	Assistance available	Maximum frequency
Undertake administrative tasks including intensive keyboard/computer work	Sitting, reaching, bending, twisting	Ergonomic work stations	Daily
Use technology including computer, printer, scanner, binding machine and photocopier	Reaching, twisting, stretching, bending	Ergonomic work stations	Daily
May undertake manual handling of equipment such as chairs, event/function equipment	Lifting, stretching, carrying, bending	Appropriate storage equipment and trolleys	Daily
Travel	Sitting	Appropriate luggage supplied by employee	Occasionally