

## Philanthropy Executive

Reports to:	Philanthropy Manager
Supervises:	n/a
Works closely with:	Philanthropy Executive – Foundations & Grants Development Coordinator – CRM & Engagement Functions Coordinator (Oct – Apr) Executive Assistant Sponsorship Executives Adelaide Writers' Week Team Marketing Team Programming Team Production Team

The Philanthropy Executive reports to the Philanthropy Manager to generate income and achieve the Adelaide Festival's philanthropic targets and engagement objectives.

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

This position is primarily responsible for developing and managing designated donor circles and funds through the cultivation of new relationships & new income, along with renewals / increased financial support of existing donors, through the day-to-day engagement & management, ultimately leading into conversations around legacy giving.

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

## **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 engagement-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
- Be available & accessible as an approachable & reliable main contact across Adelaide Festival's donor programs, and take responsibility for the day-to-day engagement & management of, and accuracy with, each designated donor group
- Develop deep, intuitive relationships with all existing donors to encourage retention through renewals and growth through increased financial support
- In consultation with the Head of Development and Philanthropy Manager, make suggestions and scope new donor group/program opportunities, for Board consideration
- Actively research, explore and cultivate prospective donors for existing and new donor programs, to develop new relationships to secure new financial support
- Ensure the appropriate connections are made at various levels within the organisation (ie Chief Executive, Chairs, Artistic Director, Head of Development, Philanthropy Manager and Philanthropy Executive)

- Demonstrate strong project management skills to bring together the relevant AF departments (Executive, Marketing, Sponsorship, Programming, Production & Writers' Week), and constantly review and revise plans to achieve a successful result
- Prepare materials for distribution to both current and potential donors
- Ensure regular, timely & quality communications and report back to donors as per their requirements
- 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
- Work closely with 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 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

## ***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 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 3 years' experience in a similar role
- Experience working on philanthropy and fundraising programs with proven successful results
- A degree in Communications or Business is desirable but not essential
- Experience in the Arts or related fields is essential
- Familiarity and connection with the local and national Arts giving community

## Personal Specifications:

1. A genuine interest in people and authentic curiosity of their interests and motivations
2. Proven experience in developing and nurturing 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, and an ability to manage expectations, yet exceed them appropriately
6. Strong administrative skills and organisation, with high attention to detail and accuracy
7. Strong writing skills and excellent presentation and interpersonal skills
8. High level of organisation and high attention to detail and accuracy
9. Ability to manage time effectively and meet deadlines
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