

2021 position description

development manager

overview

JOB PROFILE:	The Development Manager is responsible for developing and maintaining the Monkey Baa fundraising strategy, including donor stewardship, application writing, managing communication, reporting and acquittal obligations.
HOURS/TYPE:	Part time/ 3-days per week (0.6 FTE) Monkey Baa is family friendly company and is flexible with the working hours of all staff. The role requires occasional work out of hours and off-site. The position is based at the ARA Darling Quarter Theatre , Sydney
REPORTING TO:	Executive Director
SALARY:	Commensurate with experience Plus, 10% employer contribution to superannuation 20 days annual leave per annum accrued pro rata 10 days personal leave per annum pro rata
CONTRACT:	12-month contract (with the option to extend); a 3-month probationary period applies
STARTING:	ASAP
APPLICATION:	Please submit a CV and cover letter (no more than 2 pages) addressing the selection criteria.
APPLY TO:	Kevin du Preez, Executive Director kevin@monkeybaa.com.au For more information about the role please contact Kevin du Preez
DEADLINE:	Monday, 11 October 2021 at 5pm

about you

The Development Manager will develop and maintain Monkey Baa's fundraising strategy which is aligned to the organisation's strategic plan. The successful candidate will be an experienced development professional with extensive experience in fundraising in the not-for-profit environment. The ideal candidate will either have deep knowledge of the creative and arts industry or a passion for our sector and the work we create.

Our next Development Manager will be a great collaborator, clear communicator and someone who can comfortably engage and build relationship with all stakeholders including high-level supporters. They must be able to thrive in a dynamic, innovative, and self-driven environment.

The right person will be passionate about creating opportunities for young people to engage with creativity and the arts. We are looking for someone that will join us in championing for young people to have a voice and self-determination.

duties

- Working closely with the Executive Director and board to develop and execute a fundraising strategy that is aligned with the organisation's strategic plan.
- Develop strong relationships with Monkey Baa's major donors and assist the Executive Director with donor stewardship.
- Research potential trusts and foundations opportunities/applications aligned with the fundraising strategy.
- Write or review grant applications and manage grant submission process. Where appropriate outsource some application writing functions.
- Manage acquittal processes and communicate the outcomes of the impact of our work.
- Design and manage a gift in wills program involving the identification and nurturing of bequest prospects.
- Manage events to engage new and current donors and to grow the First Read Club and gifts in wills program.
- Manage the First Read Club program to support the aims of the fundraising strategy.
- Develop and maintain the donor CRM, grants calendar and other relevant systems.
- In conjunction with our communications team, update the website with relevant content and upcoming campaigns or funder engagement opportunities.
- Develop collateral to meet our fundraising aims – particularly in relation to Gifts in Wills and the First Read Club.
- Other duties/tasks as directed from time to time.

selection criteria

ESSENTIAL

The following skills and personnel specifications are essential for applicants:

- Demonstrated experience in fundraising, development and/or partnership development.
- Extensive knowledge and interest in not-for-profit industry, preferably in the creative and arts.
- Demonstrated ability to build strong relationships with stakeholders, business partners and staff.
- High-level written, verbal and interpersonal communication skills.
- Strong organisational and time management skills with proven experience in working across numerous projects and an aptitude for maintaining administrative systems.
- Ability to work collaboratively, and with initiative, as part of a small team with a preparedness to perform a variety of tasks.

PREFERRED

- Degree qualification in relevant field.

about us

Monkey Baa is a multi-award-winning theatre company that produces exceptional and immersive theatre experiences for young people of the same depth, rigor, expertise + craft as work for adult audiences.

For 23 years we have been telling stories that embrace social and cultural connectivity, celebrate Australia's rich cultural heritage, challenge and inspire. From a musical comedy about shearers and sheep exploring individualism and community, to plays about a 10-year-old boy's journey from impoverished rural China to international dance stardom, Monkey Baa ignites imaginations and inspires audiences to be the best versions of ourselves.

We believe theatre should be an integral part of young people's lives; provoking empathy, imagination, respect and understanding, allowing us all to see the world from different perspectives.

We are Australia's widest-reaching touring organisation. We have conducted 28 national tours to 135 regional and remote communities across Australia, 4 international tours, over 3,500 performances and 5,000 workshops. 70% of our audience lives outside a major city and almost half fall within the lowest third of the national socio-economic range. To date we have reached over 1.5 million young people!

Monkey Baa manages the ARA Darling Quarter Theatre, a custom-designed theatre for children in Sydney's Darling Quarter precinct of Darling Harbour.

At the start of 2021, Eva Di Cesare was appointed our sole Artistic Director. A co-founder of the company, Eva's new era of creative leadership will include commissioning writers and artists from all over Australia to support a greater diversity of emerging and experienced collaborators. The new direction will redefine the company's work to authentically reflect the contemporary and lived experiences of its young Australian audience.