



Vaishnavi Suryaprakash, Jay Emmanuel and the cast, *Counting and Cracking*, 2019 Photo: Brett Boardman.



DIRECTOR OF DEVELOPMENT

Information Pack

FEBRUARY 2023

Overview

Job Profile:

The Director of Development is a core member of senior management at Belvoir and is responsible for Belvoir's non-ticket income generation including growing and securing philanthropy, major gifts (including from trusts and foundations) and corporate partnerships for the company. The Director of Development will ensure the highest quality service to existing donors and partners as well as efficient administration of the Development program.

This senior position works closely with the Executive Director, the Artistic Director, the Development Subcommittee of the Board of Directors, Marketing & Audience Development, Finance & Operations, Customer Service & Ticketing, Artistic & Programming, and Production. The Director of Development embeds and provides ongoing encouragement of a culture of giving and positive relationship management across Belvoir. The Director of Development reports to the Executive Director and is directly supported by the Philanthropy Manager and the Philanthropy Associate.

Hours of Work:	Full-time (38 hours per week).
Contract:	Ongoing with 6-month probation period.
Salary:	Range \$100K - \$120K 17.5% leave loading payable on annual leave after 12 months.
Application:	Address the selection criteria. Include a resume. Include the names and daytime contacts of two referees.
Forward to:	Aaron Beach, Executive Director reception@belvoir.com.au
Questions contact:	Applicants are encouraged to talk to the Executive Director, Aaron Beach prior to submitting an application. He can be contacted via phone on 02 9698 3344 or by email at aaron@belvoir.com.au
Deadline:	Friday 3 March

Belvoir is an equal opportunities employer. Aboriginal and Torres Strait Islander people, people with disability, and culturally and linguistically diverse applicants are encouraged to apply.

DIRECTOR OF DEVELOPMENT**Position Description****Strategic Leadership**

- In conjunction with team members, the Executive Director and the Development Subcommittee, develop a robust strategy that delivers innovation to existing offerings, and identifies and attains new income streams in alignment with the Company's Strategic Plan.
- Strategically plan Belvoir's philanthropy and sponsorship programs including major gifts, private ancillary funds, corporate partnerships, trusts and foundations, to drive a strong financial result and ensure that all targets are met or exceeded.
- Actively build and maintain strong relationships with the Board and Belvoir Executive staff, plus high level donors, stakeholders and corporate partners.
- Maintain Belvoir's strong reputation and public profile within the theatre community, media, arts, philanthropy and business sectors, and all levels of government.
- Confidently represent and articulate the future of Belvoir to stakeholders, donors and others.
- Prepare and manage budgets, forecasts, regularly reporting on performance against targets, and ensuring the Company is attaining value for money.
- Plan and guide the Development team's implementation of campaign activities, and evaluate the outcomes against fundraising goals to inform future development strategy.
- Take the lead on major gifts (individuals and trusts / foundations), government grants and high level corporate partnerships, including preparation of proposals for support and engagement activities.
- Provide leadership and strategic guidance on EOFY and EOY appeals with a view to retaining and increasing donations.
- Prepare and present on the progress of Development activities, budget tracking, opportunities, trends, partnerships, significant contracts and proposals in Board reports and department focused reporting as required.
- Lead, inspire and upskill the Development team.
- Work in an interdisciplinary manner across all the Belvoir staff and projects.
- Ensure Belvoir follows best practice by keeping up to date with Australian and international trends/research in development and philanthropy.

Philanthropy

- Work with the Board to identify prospects for Belvoir's philanthropy program.
- Identify opportunities within Belvoir that match donor interest and maximise potential and planning for solicitation, acquisition, growth and retention of major donors.
- Collaborate with the Philanthropy Manager to develop and implement a multi-year fundraising plan for Belvoir's ongoing philanthropic campaigns, including research and cultivation of prospects to build and secure portfolios of major donors, trusts and foundations, and sponsors.
- Strategise and lead a multi-year Capital Campaign and direct the Development team in delivering each phase of the campaign, from identification to solicitation, acquisition and stewardship.

- Oversee stewardship activities conducted by the Development team, to ensure outstanding donor engagement across all portfolios.
- In conjunction with Philanthropy Manager prepare a refreshed approach to Bequests.
- Engage with Marketing & Audience Development team to create effective marketing materials that ensure effective engagement and accurate acknowledgement of donors and partners.

Corporate Partnerships

- In conjunction with the team devise, plan and implement income generating initiatives to meet sponsorship and corporate entertainment targets.
- Establish relationships with corporate supporters, including their staff, in order to improve their knowledge of Belvoir and encourage corporate giving.
- With the Development team and/or the Director of Marketing & Audience Development, (and occasionally other Department heads), to regularly review all arrangements with third parties such as caterers, media brokers, production, and information suppliers to ensure that such arrangements accrue maximum benefits to the Company.

Events

- Ensure all hospitality and fundraising events are run efficiently and meet the needs of our donors and corporate supporters.
- Attend and engage with donors, partners and prospects at Belvoir events, including Opening Nights, Partner Nights, Rehearsal Room Events, corporate events and pre/post-performance entertaining for selected giving circles and HNW individuals.
- Work with the Development team to deliver the annual Belvoir Bash (fundraiser) and other discrete events throughout the year to further cultivate prospects and encourage increased giving from current donors.

Database and Reporting

- Using the Customer Relationship Management program, Tessitura, accurately record information about, and communication with, all prospects and partners – including research material, proposals, stewardship plans and meeting reports.
- Utilise Tessitura Analytics as a key tool to provide data-driven insights and inform decision making.

Selection Criteria

- More than five years' experience in business development (commercial or NFP), fundraising, direct/online marketing, corporate partnerships, donor management or related discipline, with evidence of success in meeting revenue targets and meeting deadlines.
- Demonstrated ability to build quality relationships with both philanthropists and the corporate sector, and to service arrangements to maximize benefits to sponsors and to maintain and grow philanthropic gifts.
- Strong interpersonal skills which encourage and sustain relationships and communication with colleagues, partners, board members and volunteers.
- Experience designing and implementing innovative donor and partner acquisition strategies.
- Project and event management skills as well as associated budget management.
- Excellent written communication skills including marketing collateral, grant applications and partner communications.
- Superior organisational skills with ability to plan and prioritise workload.
- Computer competence, experience with database management (knowledge of Tessitura strongly preferred), data reporting and analysis.
- Be a self-starter, able to work without supervision, whilst still being a team player.
- Appreciation of theatre, sensitivity to actors, artists and the creative process and commitment to the mission of Belvoir and its work.



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COMPANY INFORMATION

When the Nimrod Theatre building was threatened with redevelopment in 1984, more than 600 people – ardent theatre lovers together with arts, entertainment and media professional - formed a syndicate to buy the building and save the theatre. Thirty five years later, Belvoir St Theatre continues to be home to one of Australia's most celebrated theatre companies.

Belvoir engages Australia's most prominent and promising playwrights, directors, actors and designers to realise an annual season of work that is dynamic, challenging and visionary. As well as performing at home, Belvoir regularly takes to the road, touring both nationally and internationally.

Both the Upstairs and Downstairs stages at Belvoir St Theatre have nurtured the talents of many renowned Australian artists: actors including Wayne Blair, Cate Blanchett, Sacha Horler, Deb Mailman, Jacqui McKenzie, Robyn Nevin, Leah Purcell, Pamela Rabe, Richard Roxburgh, Hazem Shammass and Toby Schmitz; writers such as Rita Kalnejais, Lally Katz, Kate Mulvany, Tommy Murphy and Matthew Whittet; directors including Benedict Andrews, Wesley Enoch, Eamon Flack, Rachael Maza, Anne-Louise Sarkis, Simon Stone and former Artistic Director Neil Armfield.

Belvoir's position as one of Australia's most innovative and acclaimed theatre companies has been determined by such landmark productions as *The Glass Menagerie*, *Angels in America*, *Brothers Wreck*, *Ivanov*, *Neighbourhood Watch*, *The Wild Duck*, *Medea*, *The Diary of a Madman*, *The Blind Giant is Dancing*, *Hamlet*, *Cloudstreet*, *The Book of Everything*, *Keating!*, *Exit the King*, *The Sapphires* and *Who's Afraid of Virginia Woolf?*

In 2019, Belvoir produced its biggest show ever *Counting and Cracking* at Sydney Town Hall. It was a sell-out season and was also part of the Adelaide Festival. It won seven Helpmann awards including Best Play and Best New Australian Work. In 2022, *Counting and Cracking* toured internationally to the Edinburgh Festival and Birmingham Rep.

Belvoir is part of the Australia Council's National Performing Arts Partnership Framework and as such is seen as a leader in its field. We receive funding from both the Australia Council and Create NSW which amounts to around 17- 18% of income. Other income is derived from box office, development and commercial activities. The company is managed by a Board of Directors which is chaired by Sam Meers. The current Artistic and Executive Directors are Eamon Flack and Aaron Beach.

More information, including annual reports and seasons, can be found at: www.belvoir.com.au