

## POSITION DESCRIPTION

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|-----------------------|----------------------------------|
| <b>Job Title:</b>     | Development Manager              |
| <b>Job Type:</b>      | Full-time, maximum-term contract |
| <b>Location:</b>      | Darwin, Northern Territory       |
| <b>Department:</b>    | Development                      |
| <b>Reports to:</b>    | CEO                              |
| <b>Remuneration:</b>  | Commensurate with experience     |
| <b>Date Prepared:</b> | December 2018                    |

### SUMMARY

Darwin Festival is northern Australia's leading 18-day international multi-arts festival.

Attracting attendances of more than 105,000 and delivering 230 performances across 30 venues annually, the 2018 Darwin Festival featured 703 local, national and international artists, and was delivered by 100 staff supported by 120 Festival volunteers.

With ticket sales and the number of participating artists more than doubling across the past two seasons, Darwin Festival is fast establishing itself as Australia's leading tropical winter arts festival.

### ROLE DESCRIPTION

The Development Manager will identify, foster and develop relationships with new and existing corporate partners, funders and donors to realise the annual delivery of Darwin Festival.

The Development Manager services partnerships with new and existing corporate partners, funders and private donors year-round, including during event delivery.

This role assists with the continuing development of the Friends of the Festival program, oversees the private giving program as well as other ad hoc public fundraising activities undertaken by the Festival.

The Development Manager oversees the coordination of the corporate hospitality program and other year-round Darwin Festival partnership events.

This role manages the Development Coordinator (seasonal position), who is responsible for the coordination and delivery of the corporate hospitality program.

The Development Manager holds key external relationships with corporate partners, media partners, government funders, philanthropic partners and donors.

This position is ultimately responsible to the CEO.

## KEY RESPONSIBILITIES

### 1. Corporate Partnerships

- Develop and deliver the annual Development Strategy for board endorsement to demonstrate annual targeted activities and growth.
- Actively seek and identify new corporate sponsorship opportunities to increase Festival revenue in line with targets to realise the annual delivery of the Festival, while strengthening relationships with existing corporate partners.
- Prepare and execute sponsorship agreements and ensure contractual partnership benefits are met and delivered by Festival departments.
- Work closely with the Marketing department to implement special promotions and marketing opportunities to support portfolio partnerships.
- Work closely with the Marketing and Ticketing departments to manage media partnerships.
- Work closely with the Ticketing department to deliver sponsors' contractual and promotional ticketing requirements.
- Provide partnership reports and debrief with stakeholders following event delivery.

### 2. Grants

- Work closely with the Programming department to identify, secure and acquit specific-purpose project grants.

### 3. Philanthropy & Donors Programs

- Oversee the development and growth of Darwin Festival's private giving program in line with targets to realise the annual delivery of the Festival.
- Work with Programming to develop philanthropic opportunities to support artistic programming outcomes.
- Assist the growth of the Festival's audience benefits program, Friends of the Festival, to deliver year-round benefits to program members.

### 4. Functions & Events

- Develop corporate hospitality packages targeting new and existing sponsors.
- Plan, manage, attend and evaluate sponsor-related corporate hospitality functions.
- Plan, manage, attend and evaluate out of season partnership events held by the Festival.

### 5. Financial Management

- Manage the departmental budget as well as the projected company income budget in accordance with Darwin Festival financial processes, reporting regularly to the CEO

### 5. General Duties

- Manage the Datafest database of Festival partners, VIP lists, e-newsletter recipients and other distribution lists as required.
- Ensure on-ground support of sponsor functions and activities during event delivery.
- Provide the CEO with regular reports upon request, including monthly Board reports.
- Attend staff meetings
- Other duties as reasonably requested by the CEO.

## KEY RELATIONSHIPS

### Internal Relationships

The Development Manager oversees the Development department and reports to the CEO. The Development Manager may undertake instruction from the Board from time to time through the CEO.

The Development Manager holds key relationships with internal stakeholders and actively collaborates with all Festival departments on day-to-day matters.

The Development Manager manages the Development Coordinator (seasonal five-month role) as well as volunteers or interns from time to time in accordance with operational requirements and in close consultation with the CEO.

### External Relationships

The Development Manager maintains positive and dynamic working relationships with key external stakeholders including, but not limited to, corporate partners, funders, philanthropic supporters, private donors and media partners.

## QUALIFICATIONS, EXPERIENCE AND SKILLS

### Qualifications

- Relevant qualifications or a background in business development, fundraising or event management, preferably in the not-for-profit sector
- Current driver's license essential

### Experience

- At least three years' relevant experience in high-level stakeholder relationship management with demonstrated success engaging corporate, government, community and media partners
- Experience in achieving and furthering the objectives of a Strategic Plan or Business Plan
- Experience in budgeting and financial accountability
- Experience managing philanthropic, donor and benefits programs
- Experience in planning, managing and delivering functions
- Experience in the not-for-profit sector and specifically in the arts is desirable

### Skills

- Excellent interpersonal and communication skills and the ability to build a rapport and negotiate with a range of stakeholders to encourage cooperation and collaboration
- Superior organisational skills and project management skills with an ability to work in a systematic way to prioritise workload and provide direction to others
- Strong attention to detail
- Excellent computer skills, including Excel, with a knowledge of Datafest highly desirable
- Basic graphic design software skills highly desirable
- A team player with a positive, collaborative, respectful and inclusive attitude

## KEY COMPETENCIES

### Accountabilities

- Demonstrate initiative in identifying, fostering and developing relationships with new and existing corporate partners, funders, grantors and donors to realise the annual delivery of the Festival.
- Demonstrate responsibility and initiative in servicing contract partnerships year-round, including during event delivery.
- Demonstrate active development of the private giving program and other ad hoc public fundraising activities undertaken by the Festival.
- Demonstrate efficient coordination of the corporate hospitality program and other year-round Darwin Festival events.
- Deal with internal and external stakeholders professionally at all times to uphold, enhance and further the professional profile of Darwin Festival.
- Demonstrate active adherence to the Darwin Festival Finance Policy & Procedures as well as other organisational policies and procedures.

### Department Management

- Demonstrate a sound level of management of the Development department and its administration, ensuring staff, volunteers and interns have the resources they require to professionally and safely execute their roles in liaison with the Finance & HR Manager and the CEO.
- Demonstrate excellent verbal and written communication skills, and display leadership as a team player with a positive, collaborative and inclusive attitude.
- Take responsibility for the Development department budget including invoicing.
- Demonstrate initiative in identifying and securing funding and philanthropic opportunities.
- Submit board reports to the CEO upon request that show the true position of the Development department budget and activities.

## ESSENTIAL SELECTION CRITERIA

1. Experience of high-level relationship management with demonstrated success in engaging corporate, government, community and media partners.
2. Experience and/or knowledge of developing and managing philanthropic and donor programs, preferably in the not-for-profit sector.
3. Experience in planning, managing and delivering functions.
4. Proven high-level networking, negotiation and presentation skills.
5. Proven high-level written and oral communication skills and attention to detail.
6. Ability to manage and prioritise workload against competing demands with strong attention to detail.
7. Experience in the not-for-profit sector and specifically in the arts is desirable.
8. Current driver's license essential
9. Ability to address the qualifications, experience and skill requirements as outlined above.

## APPLICATION PROCESS

Interested applicants should submit a CV and a cover letter addressing the essential selection criteria and qualifications, experience and skills to [contact@darwinfestival.org.au](mailto:contact@darwinfestival.org.au)

For inquiries, please contact Miriam Scapin, Festival Administrator, on (08) 8943 4200.

Applications close on **Friday 11 January 2019** at 5.30pm (ACST).

Darwin Festival is an equal opportunity employer.