

Position Description – Development Manager

Job Specification

Job Title: Development Manager
 Department: Development
 Reports To: Chief Executive Officer
 Direct Reports: Development Coordinator

Job Scope

The Development Manager identifies, fosters and develops relationships with numerous external stakeholders to realise the annual delivery of Darwin Festival. These include new and existing government and corporate partners, philanthropic partners, funders, donors and media. In addition, the Development Manager manages the corporate hospitality program and other year-round Darwin Festival partnership events.

This role manages the development of the Friends of the Festival and the private giving programs as well as other ad hoc public fundraising activities undertaken by the Festival.

The Development Coordinator reports to the Development Manager to ensure the successful organisation, administration and coordination of associated tasks for the Development department. Some of these tasks include the coordination and delivery of partnership benefits, deliverables, and fundraising activities; develop, sell, coordinate, and deliver corporate hospitality and advertising packages to partners and the general public.

Key Accountabilities	Tasks	Results
Generating Business & Stakeholder Relationships 50%	<ul style="list-style-type: none"> Identify and secure new sponsorship opportunities in line with the Strategic Plan 	<ul style="list-style-type: none"> Successful negotiations with partners and company management to secure optimum results in line with the Strategic Plan and in proactive

Key Accountabilities	Tasks	Results
	<ul style="list-style-type: none"> • Develop and maintain strong relationships with all internal and external stakeholders, always ensuring clear lines of communication • Preparation of sponsorship proposals, contract agreements and partnership reports • Maintain an up to date customer relationship management systems for sponsors, donors and VIPs, deliverables, and associated schedules • Work with Marketing and Ticketing departments to manage media partnerships, implement special promotions, marketing opportunities and deliver sponsors’ contractual and promotional ticketing requirements • Coordinate, sell and plan corporate hospitality packages, donor functions, invitations, venue, catering, run sheets and site set-up and pack-down • Develop, coordinate and oversee print and digital advertising packages • Develop, implement and manage the private giving, donor, and philanthropic strategies • Manage the delivery and on-ground support of the Friends of the Festival membership program working closely with other departments to promote initiatives 	<p>consultation with the CEO and Artistic Director</p> <ul style="list-style-type: none"> • Positive and proactive relationships developed, effectively managed and well maintained with all stakeholder needs managed effectively to ensure program and Festival success • Ensure all partnership, advertising, and hospitality requirements are met • Successful coordination and delivery of Company functions
<p>Contracting 5%</p>	<ul style="list-style-type: none"> • Draft, issue and coordinate partnership contracts for sign off by the CEO • Oversee the coordination and delivery of contractual partnership benefits by other departments 	<ul style="list-style-type: none"> • All contracts required are prepared as directed, are accurate and provided in a timely manner to CEO

Key Accountabilities	Tasks	Results
	<ul style="list-style-type: none"> Provide all relevant contractual information to other departments as required to ensure all partnership and company obligations are met 	<ul style="list-style-type: none"> Ensure all payment schedules (i.e. invoicing) are accurate and provided in a timely manner Ensure all relevant contractual information is provided to other departments in a timely manner to ensure all partnership and company obligations are met
<p>Team Management 10%</p>	<ul style="list-style-type: none"> Manage Development Coordinator to ensure they are engaged, working to organisational and departmental objectives, and delivering on team and individual results Manage communication to ensure your team member is well informed and abreast of changes and updates Delegation of overflow admin, organisational and/or operational tasks as/when needed 	<ul style="list-style-type: none"> Development Coordinator understanding of their role and responsibilities and the role of the Department within Darwin Festival. Should your team member require improvement they are notified immediately. Ensure open avenues and channels of communication. Effective management of Development Coordinator time and productivity through clear oversight and delegation of tasks as/when needed.
<p>Financial Management 5%</p>	<ul style="list-style-type: none"> Take responsibility for the monitoring of relevant project budgets and expenditure Report on a fortnightly basis to the CEO on project budgets and expenditure 	<ul style="list-style-type: none"> Daily review of all relevant project budgets and expenditure to ensure accuracy and that all budgets are adhered to; raising any anomalies in the first instance with the CEO

Key Accountabilities	Tasks	Results
	<ul style="list-style-type: none"> • Ensure all project expenditure adheres to the Darwin Festival Finance Policies and Procedures and is undertaken with approval by the CEO • Ensure accurate financial records maintained of purchased and complimentary corporate hospitality packages and additional ticket sales 	<ul style="list-style-type: none"> • All financial reports (weekly, monthly, quarterly) provided are accurate and on time • All project expenditure is approved in advance by the CEO
<p>Communication 15%</p>	<ul style="list-style-type: none"> • Work collaboratively with all Festival team members to ensure open and clear sharing of information across all channels • Ensure all changes to schedules are communicated to all relevant team members • Ensure a high level communication to maintain relationships with partners and suppliers 	<ul style="list-style-type: none"> • Demonstrated effective communication and collaboration with all Festival team members and related stakeholders • All event schedules are updated regularly, are accurate and communicated to all team members in a timely manner
<p>Teamwork 5%</p>	<ul style="list-style-type: none"> • Always maintain professionalism and follow standards as outlined in the Employee Handbook or relevant document. • Follow direction as given by senior team members • Adhere to Darwin Festival Values and Code of Conduct as outlined in the Employee Handbook • Respect for the work environment, each other, and all stakeholders • Foster a collaborative team environment where creativity, suggestions and ideas are actively encouraged • Support other team members by being understanding, approachable and patient • Punctual to all work-related events including but not limited to start time, meetings, and onsite work 	<ul style="list-style-type: none"> • Full compliance and advocacy for all points raised

Key Accountabilities	Tasks	Results
<p>WHS 5%</p>	<ul style="list-style-type: none"> Take an active role in procedures and initiatives, including but not limited to: WH&S, Project Management, HR Induction, Onboarding etc. Raise and report any or potential hazard or incident in the first instance within enableHR and to the CEO WH&S compliance – ensure you and your team observe all Darwin Festival work health and safety policy and initiative requirements to contribute to a safe, healthy and ethical workplace Review and monitor the Darwin Festival’s Safety and Risk documentation and processes in-line with National Work Health & Safety (WHS) standards, with NT Work Health and Safety Legislation and Codes of Practice, as well as Festival site rules Effectively manage any Workcover claims (if applicable), work with stakeholders to minimise risks Ensure you have contributed to the consultative process by advising management of any past, present or potential WH&S risks 	<ul style="list-style-type: none"> All WH&S matters raised with the CEO in the first instance Adherence to all WH&S policies, procedures, and instructions Any Workcover claim (if applicable) is well documented, resolved in best time frame, ensure risk mitigation steps and measures in place Promoter of best practice WHS at all times
<p>Compliance 5%</p>	<ul style="list-style-type: none"> Demonstrate 100% compliance with any relevant government legislation Be fully conversant and compliant with all Darwin Festival Policies and Procedures Ensure internal control procedures are followed through (e.g. correct forms used to action associated tasks) 	<ul style="list-style-type: none"> No instances of non-compliance Promoter of compliance within the organization at all times

Person Specification

Experience	Education	Personal Attributes	Potential	Alignment with Organisational Values
<ul style="list-style-type: none"> • Experience in fundraising, partnership management • Proven experience developing, managing & maintaining effective relationships with government and corporate partners, philanthropic partners, funders, donors and media • Proven experience in identifying, obtaining and acquitting grant and philanthropic funding • Demonstrated experience managing corporate hospitality programs, partnership events, private giving and fundraising activities 	<ul style="list-style-type: none"> • Current driver’s license essential • Desirable: Bachelor level qualification, arts management, marketing and communications, or similar. 	<ul style="list-style-type: none"> • Excellent verbal and written communication skills and the ability to build a rapport with a range of stakeholders to encourage cooperation and collaboration • High level organisational skills • Demonstrated capacity to meet deadlines with an ability to work in a systematic way and provide direction to others • Capacity to work as part of a small busy team under pressure, with a positive, collaborative, respectful and inclusive attitude. • Excellent decision-making skills to reduce chances of error 	<ul style="list-style-type: none"> • Number of potential career options dependent on business needs and the contribution, experience and desire of worker 	<ul style="list-style-type: none"> • We ensure a safe and healthy workplace for all • We believe in honesty and acting with care, diligence and integrity in everything we do • Foster a culture of mutual respect with the proper regard for the rights and dignity of others • We strive for compliance and continuous improvement daily teamwork – we enjoy our work and work collectively to achieve goals • We are accountable for our actions, performance and behaviours

Experience	Education	Personal Attributes	Potential	Alignment with Organisational Values
<ul style="list-style-type: none"> • Excellent people management skills: able to effectively lead and manage the activities of a small team • High level interpersonal, verbal and written communication skills • Proven ability to multi-task, whilst being responsible for all related administrative tasks • Excellent computer skills, including Excel, with a knowledge of Datafest and InDesign highly desirable 		<ul style="list-style-type: none"> • Highly developed leadership and management skills • Proactive and pragmatic approach to responsibilities - able to show and share enthusiasm with Team. • Highly computer literate, able to self-administrate, pick up new systems and processes quickly and also share expertise readily with others. 		



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Acknowledgment

Please acknowledge that you understand and will abide by this position description by signing both copies, one copy should be retained by yourself and the other copy is to be returned to the Human Resources Department.

Employee		Signature	Date