

Duty Statement

Job title: Business Development Manager
Location: Sydney
Working conditions: Part-time, 2 days per week
Salary: Commensurate with experience

The Business Development Manager will have an excellent record in major philanthropic and corporate gifts, and a great head for strategy. They will thrive in an environment with considerable freedom and independence, while also being able to work closely with our innovative and fun team.

The Business Development Manager will be resilient and prepared for an environment of considerable challenge and change, working in a team to drive and develop the organisation’s business development strategy for the future, with particular focus on increasing fundraising from foundations and private philanthropy, grants and sponsorship, in line with the our strategy and values of innovation, excellence, open-mindedness and cultural relevance.

Targets

The company first introduced fundraising in 2011, and the portfolio has grown 86% to its current value.

The success of the position will be measured against annual fundraising targets that must be met or exceeded [in addition to current projected fundraising and donations income]. Specifically, on the basis of current strategic planning, the Business Development Manager will be responsible for meeting an average annual growth target of at least 26% in the next three years, in addition to working with the Artistic Director and General Manager to maintain existing fundraising income through various sources.

Key Roles and Responsibilities

Working with the Artistic Director, General Manager and Board to develop and execute a business development strategy for the next three years (2018-2020)	
Identifying potential philanthropic, corporate and private donors and cultivating relationships	
Developing and maintaining excellent relationships with all donors and potential donors; regularly communicating with them about the work of Ensemble Offspring and ensuring opportunities for them to see the organisation in action	
Working with the Artistic Director and General Manager to develop earned income opportunities for the organisation	
Driving implementation of the fundraising plan, including working with the General Manager and other team members on grant applications and acquittals	
Creating and executing annual and event-related fundraising campaigns, which may include creative fundraising events	
Keeping accurate, up - to - date records of all interactions with donors and potential donors in our database	
Ensuring compliance with organisational policies and procedures	

Participating in and attending relevant meetings, performances and other events as required	
Participating in staff development and training activities as required	
Other development - related tasks as directed by the Artistic Director or General Manager	

Professional Accountabilities

Managing own role and responsibilities in a varied work environment	
Pursuing new skills and knowledge for personal and organisational development	
Contributing to and championing the development of the organisation through participation in planning and review processes, staff meetings and other activities as required	

Knowledge, Qualifications and Skills

Essential

- Relevant tertiary qualifications and/or workplace-based experience in fundraising/marketing, communications, sales/business development and/or relationship building
- Proven ability to hit and grow fundraising targets and manage budgets
- Excellent understanding of philanthropy and knowledge of 'best practice' strategies and trends in philanthropy
- Demonstrated experience in strategically developing and managing major giving and annual giving programs, and prospect identification, cultivation and stewardship
- Outstanding relationship management and interpersonal skills to build and maintain relationships with Board members, existing and potential donors, philanthropic trusts and foundations, corporates, volunteers and Ensemble Offspring staff
- Highly developed written and oral communication skills, negotiation and presentation skills, and experience writing a range of grant applications and proposals
- Experience of developing and delivering fundraising strategies
- Strong time management skills with proven ability to manage several projects at once, to prioritise work and to work effectively to meet tight deadlines
- Familiarity with general computer packages such as Microsoft Office and database systems used for fundraising

Desirable

- NSW Drivers licence
- First Aid Certificate

The successful applicant is subject to an initial six-month probationary period.