



Job title: Development Manager
Reports to: Artistic Director
Location: Green Square (Musica Viva Australia)
Working conditions: Part-time, 2 day per week (15 hours) flexible days + home/office
Salary: \$65,000-\$80,000 per annum pro rata, plus 10% superannuation. Commensurate with experience

The Development Manager is a significant and brand new two day a week role for Ensemble Offspring. The core function of the role will be to manage key development requirements of the company – to diversify and grow income streams, primarily across private donors, foundations, philanthropic organisations and business partnerships and securing major gifts and bequests. Within a small team of 5, this role will work closely with the Artistic Director and Producer. Ensemble Offspring is a new music organisation with 26 years’ experience in the industry that is currently funded by Create NSW (2021-2024) and on annual funding with the Australia Council. Philanthropic support makes up an increasingly important revenue stream for Ensemble Offspring, hence the creation of this new role.

We are looking for a confident, friendly, energetic and committed person for this new role. Someone with writing skills, curiosity about people, someone who is not afraid to make the ask and is systematic with information collation and processes.

Work outside of normal office hours (including occasional evenings and weekends for concerts and events) is expected in this role as well as public advocacy for Ensemble Offspring at industry events. Likewise, we are very open to providing the successful candidate with flexibility with working from home at least 1 day a week. An initial six-month probationary period will be in place after which time the position description will be refined as relevant and a 1-year contract will be issued with rolling annual contracts. The base salary will be reviewed regularly and will have good potential for growth in accordance with fundraising success.

Core Responsibilities:

Driving the implementation of the existing fundraising plan, including working with the Artistic Director on foundation relationship building, applications and acquittals	
Working with the Artistic Director, Producer and Board to develop and execute a Development strategy for the next year (2022)	
Identifying potential philanthropic and private donors, cultivating relationships and escalating existing donors in association with Artistic Director	
Setting up systems around comms with donors about the work of EO and ensuring opportunities for them to see the organisation in action (incl. rehearsal and workshop attendances) depending on their level of support	
Coordinating the new Development Sub Committee including 2 board members, AD and several key donors	
Developing and keeping accurate, up-to-date records of all interactions with donors and potential donors in current databases (Airtable is used with discussion of moving over to Salesforce)	
Maintaining EO funding calendar and tracking of foundation application deadlines	
Creating and executing annual and event-related fundraising campaigns and events	

Participating in and attending relevant meetings, performances and fundraising events as required	
Participating in development and training activities as required	
Assisting with foundation and grant applications where applicable	

Professional Accountabilities:

Managing own role and responsibilities in an organised and methodical manner	
Contributing to and championing the development of the organisation through participation in planning and review processes, staff meetings and other activities as required	

SELECTION CRITERIA

1. Experience and qualifications in the arts and in all aspects of presenting music programs and concerts.
2. Demonstrated understanding of fundraising and development processes through the private and philanthropic sector. A proven ability to hit and grow fundraising targets and manage budgets responsibly through being a good communicator and personable.
3. High level planning, organisational and problem-solving skills including the ability to prioritise and complete tasks in a time effective manner.
4. Excellent and effective communication, negotiation and leadership skills with both internal staff members, key stakeholders and donors
5. Demonstrated experience in financial management, risk management, governance and strategic planning.

Desirable Criteria

- NSW Drivers Licence
- Knowledge of the national/international performing arts scene
- Experience working in a not for profit organisation and/or small team
- Skills in Airtable, Mailchimp, a CRM (such as Salesforce), spreadsheets and databases
- Experience servicing and reporting to a board
- COVID vaccination required

Ensemble Offspring acknowledges the Gadigal people on whose land we work and play.

Ensemble Offspring is an inclusive employer that values diverse perspectives, abilities and lived experiences.

We aim to provide a positive, safe and supportive workplace free from barriers and discrimination.

APPLICATION PROCESS:

Candidates should submit an application via email to admin@ensembleoffspring.com including the response to all five selection criteria, touching also on the desirable criteria where appropriate (no more than 3 pages), CV or resume (including the details of 3 referees) and a cover letter. Please send any questions to admin@ensembleoffspring.com

APPLICATIONS DUE:

Applications will be accepted from Wednesday 17th November 2021 and will be assessed as they are submitted. If your application is successful, we will contact you to arrange an interview.

Role to begin: 31 January 2022 or by discussion

www.ensembleoffspring.com