

External Affairs Officer

Department: External Affairs

Reports to: External Affairs Manager

Reports: 0

Review Date: 15 February 2019

Introduction:

Sydney Symphony Orchestra is one of Australia's largest and longest established arts organisations, performing for audiences across Sydney, NSW and internationally. With an extensive portfolio of partnerships, the orchestra is committed to building strong relationships to support our mission of bringing music to the widest possible audience.

The External Affairs Officer sits within a team which is passionate about forging and maintaining relationships with the Sydney Symphony's partners. By joining our team, you will connect with culturally engaged corporate businesses, trusts, foundations and members of our high value network. No two days are the same in this team and you will gain a fantastic insight into the orchestra; from galas to gifts, outreach to operations and contracts to concerts, you will be at the heart of our key development projects.

Primary purpose of the role:

The External Affairs Officer is responsible for delivery of sponsorship benefits to Sydney Symphony Orchestra corporate partners. The role also supports the process of grant application, project delivery and acquittal in conjunction with the External Affairs Manager.

The External Affairs Officer develops and executes events in relation to the Vanguard membership program and provides regular communication with Vanguard members.

The External Affairs Officer works closely with the Events Officer and the External Affairs Coordinator to ensure the External Affairs team's deliverables are appropriately prioritised and addressed, with a strong focus on stewardship of current and renewing sponsors.

Key accountabilities:

- Work with the External Affairs Manager and External Affairs team to deliver projects, programs and activities aligned to the Strategic Plan
- Support relationship building with key decision makers and trustees
- Assist with grant applications for projects which support the work, aims and objectives of the SSO
- Management of grants calendar for trusts, foundations and government
- Support project delivery groups to ensure that the organisation is delivering programs which meet the agreed grant objectives
- Steward external relationships with key personnel to align with grant objectives
- Assist with acquitting successful grant applications
- Work with the External Affairs Manager, Events Officer, SSO Musicians and the Vanguard Collective to deliver an annual program of Vanguard events and activities
- Steward relationships with Vanguard members and sponsors

- Ensure Vanguard events are executed within the agreed budget
- Work with the External Affairs team to support the stewardship of sponsors
- Attend External Affairs functions when required

Qualifications and Skills:

- High level people relationship skills
- High level of initiative; strong organisational & negotiation skills
- Excellent communication (verbal and written) with strong attention to detail
- Polished personal presentation style
- Relevant tertiary qualifications preferred (not essential)
- Highly skilled in, or strong capacity for CRM database work
- Knowledge and passion for classical and contemporary orchestral music
- Ability to work well under pressure and problem-solve effectively
- Proficiency with Microsoft Office suite
- Previous fundraising experience will be positively regarded, as will prior experience working with fundraising databases
- Highest possible ethical standards in all aspects of professional life

Development:

- Continue professional development with a focus on fundraising
- Develop influencing skills

Applications: Close Thursday 28 March 2019

Apply to *Michel Maree Hryce, Director of People & Culture* with current resume and cover letter to recruitment@sydneyssymphony.com

Capabilities:

Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Adept
	Act with Integrity	Adept
	Manage Self	Adept
	Value Diversity	Adept
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Deliver Results	Adept
	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Demonstrate Accountability	Adept
Capability Group	Capability Name	Level
 Business Enablers	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	Project Management	Adept
 People Management	Manage and Develop People	Adept
	Inspire Direction and Purpose	Intermediate
	Optimise Business Outcomes	Adept
	Manage Reform and Change	Intermediate