

Role Description

Philanthropy Officer

Department: External Affairs
Reports to: Head of Philanthropy
Reports: 0
Salary: \$75,000 plus superannuation

Primary purpose of the role:

The Philanthropy Officer is responsible for developing, planning, evaluating, directing and executing the end of financial year campaign project and other targeted donor campaign programs, managing annual gift renewals and providing regular donor communications throughout the year in conjunction with the Head of Philanthropy.

This role has a strong focus on stewardship of current and recently lapsed donors with the further aim of identifying and progressing major gift prospects up through the donor pipeline.






Key accountabilities:

- Work closely with the Head of Philanthropy, Philanthropy Manager and Philanthropy Coordinator to achieve annual fundraising goals;
- Develop, plan, direct and execute the Orchestra's end of financial year campaign, Spring campaign and targeted campaigns for specific projects;
- Develop, plan, promote, direct and implement a patron stewardship program;
- Strengthen and develop current donor relationships to successfully solicit gifts with a value up to \$5,000;
- Clearly articulate the Orchestra's role, artistic services, cultural policies and impact to the donor community to inspire new and increased giving;
- Representing the Company undertake a number of face-to-face meetings per month and devise individual plans for ongoing and increased gifts to the Orchestra; and
- Attend concerts, events and other duties as required.

Qualifications and Skills:

- 2- 5 years' experience in Fundraising
- Success in Administration
- Highly skilled and experienced in CRM database work
- High level people relationship skills
- High level of initiative, strong organisational & negotiation skills
- Excellent communication and presentation skills
- Relevant tertiary qualifications
- Existing contacts in Sydney/national arts media (desirable)
- Knowledge and passion for classical and contemporary orchestral music

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	Advanced
	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

Applications Close Monday 15 April 2019

Please submit a current resume and cover letter to Michel Maree Hryce at recruitment@sydneyssymphony.com