

1. Position Identification:

- **Title:** : **Philanthropy & Partnerships Manager**
- **Employment Status** : **Full Time**
- **Date Position Description updated** : **20/01/2023**
- **Date Position Commencing** : **TBC**

2. Organisational Relationship

The Philanthropy & Partnerships Manager reports directly to the General Manager on all philanthropic, partnership, financial, budgetary and administrative matters. If the occasion should arise the Philanthropy & Partnerships Manager reports to the Artistic Director on artistic, artist and community matters.

3. Key Performance Areas outlined in:

- a. Attached Outcome Statement
- b. The Current Yirra Yaakin Strategic Plan
- c. Yirra Yaakin Staff Manual and Code of Conduct
- d. The annual Schedule of Activities

4. Primary objective(s) of the position:

The Philanthropy & Partnerships Manager is an integral role within the Yirra Yaakin Theatre Company team. The primary objective of the Philanthropy & Partnerships Manager role is to secure, nurture and encourage longevity and growth in all corporate, industry and community partnerships. This includes donor acknowledgement, coordinating partnership events and informing the staff of KPI's, obligations and all negotiated/contracted partnership responsibilities with all relevant projects.

5. Performance Evaluation

- Job Knowledge
- Self-Management
- Communication
- Interpersonal Skills
- Professionalism
- Achievement against the current Yirra Yaakin Strategic Plan.
- Work Habits (including Safety)
- Ethics and Integrity
- Development of Self
- Quality / Quantity of work
- Team Work

6. Brief Summary of Duties to be performed

<u>DUTIES</u>
1. Preparing, writing, submitting and acquitting all partner/sponsorship applications.
2. Servicing and maintaining excellent working relationships with all present and future corporate and government partners.

3. Co-ordinating with Executive Staff, Directors and in collaboration with the Fundraising and Marketing Advisory Committee (to be formed) in targeting and approaching potential corporate partners, sponsors, foundations, donors or other philanthropists.
4. Ensuring all sponsorship and partnership agreements are contracted and signed off.
5. The maintenance of potential and current partner contacts within the Tessitura database.
6. Representing YYAC at appropriate community and industry functions and positively promoting the image and activities of YYAC at all times.
7. Building and maintaining networks to facilitate the broadening of knowledge about YYAC in areas representative of potential corporate partners.
8. Attending YYAC performances, hosting potential and current partners, sponsors, donors & friends with targeted activities and events.
9. Assisting the General Manager in the preparation of annual budgets and KPI's relevant to projects where additional grant/partner funding is sought.
10. Initiating a strategic philanthropy program to raise funds as developed in collaboration with the Fundraising and Marketing Advisory Committee (to be formed).
11. Exercising a duty of care in understanding the need to work in a safe and efficient manner, having regard to your own safety and that of others.
12. Reporting regularly on all areas of responsibility to the General Manager, including a written monthly Board report.

7. KEY WORKING RELATIONSHIPS

INTERNAL	EXTERNAL
All YYAC employees, but in particular, the General Manager and Artistic Director	Funding bodies
Board of Directors	Sponsor/ Corporate Partners/ Philanthropists/ Donors
Board Sub-committees	Fundraising and Marketing
Members	External Stakeholders

8. KEY PERFORMANCE OUTCOMES STATEMENT

<u>KEY PERFORMANCE OUTCOMES (KPO'S)</u>		Key Performance Outcomes (KPO's)
Philanthropy Income	PLANNING	<ul style="list-style-type: none"> Overall fundraising target per current Strategic Plan is achieved each year
	SERVICING	<ul style="list-style-type: none"> Strong philanthropic presence at all YY events
	REPORTING	<ul style="list-style-type: none"> Donations income target as per the annual budget achieved each year Foundations income target as per the annual budget achieved each year
Partnership/Sponsorship Relationships	PLANNING	<ul style="list-style-type: none"> Relevant Annual Budget information provided to the General Manager by the 30th September each year Annual Corporate Sponsorship Plan provided to the General Manager by the 30th September each year Annual forward planning deadlines provided to the General Manager & Artistic Director well in advance of Partner applications or renewal deadlines for each relevant Partner
	SERVICING	<ul style="list-style-type: none"> Monthly contact with all sponsors, or as required under sponsor/partnership agreements Sponsorship/Partnership contractual obligations all satisfactorily met Minimum of 1-2 industry award applications per annum, if applicable
	REPORTING	<ul style="list-style-type: none"> Corporate sponsorship (cash) income target of \$200,000 minimum achieved each year Sponsor/Partner acquittal reports completed in accordance with contractual requirements
Donor Relationships	PLANNING	<ul style="list-style-type: none"> Key stakeholders' events identified for each year, following the completion of the Annual Schedule of Activities & Events
	SERVICING	<ul style="list-style-type: none"> Regular contact with Donors via Yirra Yaakin website and e-newsletter
	REPORTING	<ul style="list-style-type: none"> Maintenance of Donors, including up-to-date lists for inclusion in the annual report

9. Selection Criteria (Skills, Knowledge and Experience)

Essential Skills

- High-level communication skills, both verbal and written across all levels.
- Well-developed interpersonal and negotiation skills.
- High-level experience in the development, implementation and maintenance of corporate, government and donor sector relationships.
- Demonstrated ability in reaching philanthropic targets.
- Well-developed organisational and project management skills.
- Demonstrated ability in maintaining philanthropic networks.
- Demonstrated ability in managing and mentoring others, as appropriate.

Knowledge

- Proven knowledge and understanding of the issues facing the Aboriginal Theatre sector.
- High level of understanding of issues related to the development support of the arts.
- High level of understanding of the role of the Department of Local Government, Sport & Cultural Industries, the Australia Council and Creative Partnerships Australia as they relate to YYAC activities.

Desirable

- Demonstrated ability to market and promote philanthropy towards the arts to specific audiences.

Certifications

- Current Working With Children Card (if applicable)
- Current Drivers Licence
- Current National Police Clearance
- Ability to utilise Microsoft Office software in a MAC computer environment

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

GENERAL MANAGER: _____ **DATE:** _____

As Philanthropy & Partnerships Manager, I have noted the statement of duties, responsibilities and other requirements as detailed in this document, including the documents cited in section 3.

PHILANTHROPY & PARTNERSHIPS MANAGER _____ **DATE:** _____