

QUEENSLAND THEATRE

Philanthropy Manager

- **Do you want to join a dedicated and collaborative team?**
- **Do you want to be part of a company where creativity is key?**
- **Are you looking for a friendly and supportive work environment?**

Do you have a successful track record in securing philanthropic support and fundraising? Can you develop and implement strategies to cultivate, secure and steward donations and gifts? Are you a skilled relationship builder with exceptional communication skills and ability to demonstrate need and impact? If so, then this is the role for you.

We are seeking a Philanthropy Manager to join our dedicated team to drive our philanthropic program and grow support for Queensland Theatre. This role is suited to someone who is able to manage the requirements of a diverse operational environment and who will enjoy being involved in theatre making and the arts.

Queensland Theatre is one of the major performing arts companies in Australia and has more than 50 years of proud history creating an extensive repertoire of classic, contemporary, international and Australian theatrical works.

Through the generosity of our donors and partners, we invest in a diverse range of artistic programs and work including drama education and youth programs developing the skills of aspiring young artists and theatre-makers throughout Queensland.

Role snapshot

Working with a committed team, the Philanthropy Manager will drive the annual philanthropic program and is responsible for:

- stewarding a portfolio of individual donors, cultivating relationships and identifying opportunities to build a pipeline of donors, through research and relationship management and solicitation, to achieve engagement and grow revenue to support Queensland Theatre; and
- implementation of annual giving strategies.

Who we are looking for

To be successful in this role, you will have:-

1. At least four years' experience working in philanthropy or a fundraising role or giving activity, demonstrating experience in fundraising strategy development and practice, achieving financial targets, and donor relations including cultivation, solicitation and stewardship techniques.
2. Exceptional stakeholder and relationship management skills with a proven ability to deepen connections that ensure building positive relationships with a wide range of donors and key stakeholders.
3. Excellent communication, interpersonal and presentation skills, with persuasive abilities and strengths in diplomacy, building and influencing networks and making 'an ask'.
4. Experience coordinating successful fundraising events and client event programs.
5. Strong organisational skills with the ability to juggle competing priorities and deadlines while maintaining a flexible approach.

You will also have a positive attitude and be self-directed with an ability to confidently make 'an ask' and collaborate to achieve results.

This is a full time role (38 hours per week) on a term contract for 12 months with the opportunity to extend for further terms subject to satisfactory performance in the role. The position requires some out-of-hours work inherent in the arts to fulfill the requirements of the role.

HOW TO APPLY

If you are interested in this opportunity, please read the position description which can be found [here](#)

Written applications should include:-

1. a cover letter outlining your suitability for the role and interest in working at Queensland Theatre;
2. a resume / curriculum vitae
3. a response (maximum 2 pages) to the selection criteria outlined in the position description.
4. contact details of two referees who can comment on your competency in regard to the selection criteria.

Please address application to HR Manager, Queensland Theatre, and email to employment@queenslandtheatre.com.au

Please combine your application into a single PDF or Word document.

Queensland Theatre is an equal opportunity employer and encourages Indigenous Australians and people from a range of cultural and linguistic backgrounds to apply for roles. We strive for diversity and inclusion in the workplace and to promote a culture of opportunity. By weaving diverse cultural perspectives through all that we do, we aim to build deeper understanding of diverse cultures and backgrounds.