

Position Description

Job Title	Manager – Philanthropy
Department	Development
Location	Brisbane

Date	July 2024
Reports to	Director – Development
Role Status	Permanent part-time (job share)

Queensland Symphony Orchestra is seeking to appoint a Manager - Philanthropy to play a central role in growing annual giving, major gifts and planned giving, through strategic relationship management. This is a job share position.

The position of **Manager - Philanthropy** works 3 days per week in a **job share** arrangement. This role reports to the Director – Development, working collaboratively to continuously improve, develop and deliver the philanthropy strategy. To excel in this environment, you will be passionate about developing authentic relationships and working to support QSO's signature programs.

Interested applicants should submit a CV and covering letter [via the Seek website](#) by **COB Sunday 4 August 2024**.

1. POSITION PURPOSE

The position plays a central role in growing annual giving, major gifts, trusts and foundations and planned giving through strategic relationship management resulting in income generation for Queensland's Symphony Orchestra.

2. ORGANISATION MISSION AND VISION

QSO promises to welcome audiences, make a meaningful contribution to Queenslanders, and positively connect with each other.

3. QSO VALUES & BEHAVIOURS

We Care enough to listen, to come prepared, to encourage our colleagues, to be consistent, and to protect the brand of QSO.

We Connect in the way that we understand each other and reach out to our audiences, because we have a camaraderie, and we enjoy collaborating.

We take pride in our work which means we are diligent and dedicated, we value the future and our shared successes, and we are proud to play our part (no matter how small).

4. KEY WORKING RELATIONSHIPS

- External stakeholders and supporters
- Director – Development
- Coordinator – Relationships
- Coordinator – Business Development
- Project Manager – Regional Touring
- Artistic Planning team
- Marketing team
- Orchestra Manager

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5. MAJOR RESPONSIBILITY AREAS

- Supporter engagement
- Supporter development
- Bequests
- Trusts and Foundations
- Major Gifts

6. KEY RESULT AREAS

MAJOR ACTIVITIES

- Work collaboratively with Director – Development to deliver the philanthropy strategy
- Develop and implement relationship plans strategies and strategies to increase income generation through annual giving, major gifts, planned giving, trusts and foundations and campaign gift donations.
- Manage a portfolio of existing supporters
- Work to refine Supporter Engagement Strategy (SES)
- Develop guest lists for supporter events to support move management strategies
- Manage Trusts & Foundations pipeline, including submission and acquittal reporting
- Manage the Planned Giving pipeline
- Develop relationships with confirmed and in progress bequestors
- Manage the delivery of annual campaigns, in collaboration with Director – Development

Workplace Health and Safety

- Take reasonable care to ensure one's own safety and abide by the duty of care in accordance with the legislation
- Not place others at risk by an act of omission
- Comply the instructions given for one's own health and safety and that of others
- Adhere to safe work practices
- Participate in the development of a safe and healthy workplace
- Cooperate with management in its fulfilment of its legislative obligations
- Report any injury, hazard or illness immediately, where practical to the supervisor or manager
- Not willfully or recklessly interfere with safety equipment

Other

- Represent QSO (where needed) at performances, industry events, supporter and stakeholder events.

7. DECISION MAKING AUTHORITY

This position works under Director – Development. The position also works closely with Artistic Planning, Orchestra Management and Community Engagement teams. To excel in this environment you will be passionate about developing authentic relationships and working in a high performance team.

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8. ESSENTIAL CRITERIA

- Relevant tertiary qualification and/or proven experience in supporter management, Trusts and Foundations, Bequests and fundraising operations and processes.
- Experience using databases in a philanthropy context.
- Proven track record of developing fundraising strategies to achieve fundraising targets.
- Experience and expertise in developing relationships with major supporters and generating significant gifts.
- Established networks and good understanding of the philanthropy landscape in Queensland/Australia.

9. DESIRED CRITERIA

- Demonstrated success in Trusts and Foundations; managing pipeline, writing submissions and completing reports.
- Experience using Tessitura or similar Customer Relationship Management system.

10. POSITION DESCRIPTION MAINTENANCE

Date of last review: July 2024

Conducted by: Director – Development

Next review: July 2025

This position description is a summary of the typical functions of the job and is not intended to be a comprehensive list of all possible job responsibilities, tasks, and duties. The major activities of the position holder might, from time to time, differ from those outlined in this position description.

About QSO

Queensland Symphony Orchestra is sought out and admired for the refreshingly real, Queensland touch we bring to Australia's arts and entertainment sector. We boldly deliver immensely entertaining and diverse performances for our audiences. Driven by a team of professional, passionate and talented individuals, we work hard both on and off the stage, to create extraordinary experiences that bring people together, sharing in a sense of wonderment and excitement. Working to consistently deliver quality and value every time, we create unique bonds with our audiences, partners and supporters, building long lasting connections as we go.

As one of the largest performing arts companies in Queensland and the state's only professional symphony orchestra, we play a vital role in Queensland's cultural community. Our community and education programs provide entertaining, inspiring and educational experiences for children, students, and regional and remote communities across Queensland. We believe we have the power to enrich lives with every uplifting experience we deliver for our audiences, partners and supporters.

QSO is an equal opportunity employer, committed to a workplace that values the diversity of its employees and their backgrounds, and the contribution all people can make to a successful organisation. We encourage applications from Aboriginal and Torres Strait Islander candidates and have a commitment to reconciliation and cultural safety in our workplace. We offer workplace flexibility, health and wellbeing programs and an Employee Assistance Program for our employees.