

## POSITION DESCRIPTION

# FUNDRAISING AND DEVELOPMENT MANAGER

### Company Profile

Malthouse Theatre has been developing and producing bold new Australian work for over thirty years in the historical Malthouse, a boutique theatre and hospitality venue in the thriving arts precinct of Southbank, Melbourne. Malthouse's vision of provocative, innovative, and contemporary live performance reaches over 150,000 audience members per year locally and thousands more internationally. A home for sharing conversation, community, ideas, and experiences, we stand as a counterpoint to the mainstream, championing artistic ambition and cultural diversity. The work we produce explores the world personally, socially and politically to fan the flames of Melbourne's radical culture.

Malthouse Theatre is dedicated to producing extraordinary theatre that sits at the forefront of artistic practice; standing for equality and inclusion in every aspect of our practice; creating a site for communities to gather, converse, debate and entertain; maximising our interconnection with independent artists and companies; growing loyal and diverse audiences through a distinct theatrical and site experience; and adapting to changing financial, artistic and societal drivers.

### Working at Malthouse Theatre

Malthouse Theatre offers a range of benefits to employees, including access to complimentary and discount tickets, salary sacrifice options, flexible work arrangements, generous discounts at our café and bar, a free and confidential Employee Assistance Program, and regular staff socials including company nights for each of our season shows.

Malthouse Theatre is an Equal Opportunity Employer. Aboriginal and Torres Strait Islander people, people with disabilities, LGBTQIA+ people, and culturally and linguistically diverse people are strongly encouraged to apply.

### Position Summary

The Fundraising and Development Manager is responsible for the strategic cultivation and activation of philanthropic and sponsor relationships. Through the implementation of effective fundraising campaigns, the development of pitch documentation and grant applications and by fostering successful working relationships with key stakeholders, the Fundraising and Development Manager acts to grow financial support of Malthouse Theatre.

**Salary:** \$90,000 - \$95,000 per annum, plus superannuation.

This is a full-time (1.0 FTE) position based at The Malthouse in Melbourne. Due to the nature of theatrical work, some evening and weekend work may be required.

**Reports to:** Executive Producer/CO-CEO

**Direct reports:** Sponsorship Coordinator, Philanthropic Coordinator.

**Works closely with:** Artistic Director/Co-CEO, Marketing & Communications team, Finance Manager, Company Producer, Venue Manager, Ticketing & CRM Manager.

**Stakeholder Relationships:** Malthouse Theatre Board Members, Donors, Sponsors, Trusts & Foundations, Government, Corporate Partners.

### Key Responsibilities and Duties

#### Strategy and Implementation

- Develop and implement Malthouse Theatre's fundraising strategy, paying close attention to methods and trends used in the field of philanthropic giving and aligning support from the private sector with the Company's corporate partnerships and marketing and communications activities;
- Plan and oversee coordination of donor engagement campaigns, events and activities;
- Manage activation of sponsorships and strategic partnerships as the key relationship manager;
- Manage the Fundraising and Development budget and department.

#### Growth

- Negotiate and secure sponsorship deals;
- Oversee grant seeking activities for the organization including research, proposal writing and reporting requirements;
- In consultation with the Co-CEOs, identify appropriate projects for funding;
- Develop written proposals for major donors and giving campaigns together with briefing notes for staff or Board members;
- Initiate and support Board members' fundraising activities.

#### Research and Reporting

- Identify potential supporters including private trusts, foundations, and individual donors and sponsors, cultivating leads and maintaining plans;
- Conduct research and development initiatives relevant to sponsorship proposals and commercial partnerships;
- Utilise Malthouse Theatre's CRM, Tessitura, to track leads, plans and campaigns, and analyse data;
- Prepare submissions and acquittals as required by philanthropic entities;
- In conjunction with the Marketing and Communications team, undertake specific audience research and development initiatives.

#### General

- Engender an organisational value of fundraising and encourage appreciation within the Company of the contribution of philanthropic partners and donors;
- Attend where required sponsorship, partnership, and philanthropic activities and events;
- Manage, oversee, and support the Sponsorship Coordinator and Philanthropic Coordinator;
- Fulfil all legal and governance requirements related to fundraising activities;
- Other duties as directed by the Executive Producer/Co-CEO.

## POSITION DESCRIPTION

### Key Selection Criteria

The successful applicant will demonstrate the following:

- Excellent skills in donor acquisition, retention, and growth with the ability to deliver on financial and non-financial targets and develop and implement strategy.
- Experience in successful relationship management of major stakeholders.
- Excellent communication and collaboration skills, and the ability to make effective presentations to a range of audiences.
- Demonstrable skills in leadership, including problem-solving, analytical, and decision-making abilities, as well as the ability to work under pressure and to deadline.
- Sound technical abilities including experience using CRMs as well as the ability to produce reports, manage budgets and acquittals, and other administrative skills as required in a senior management role.

### Inherent Physical Requirements

The physical requirements of your position are consistent with those of an administrative worker in an office environment. The Malthouse Theatre administration office is located on Level Three of the Malthouse venue, and is accessible by stairs. Applicants with access requirements are encouraged to contact Malthouse Theatre for more information about the flexible working arrangements available [careers@malthousetheatre.com.au](mailto:careers@malthousetheatre.com.au) . More information about access in our venue can be found here [malthousetheatre.com.au/access](http://malthousetheatre.com.au/access) .

### How to apply:

Read the Position Description and submit an application, consisting of your CV and response to the selection criteria, at [malthousetheatre.com.au/careers](http://malthousetheatre.com.au/careers) by **Friday 6 November**. Interviews for this role will be held remotely by video or conference call.

For more information, or if you need the application form or Position Description in another format, contact us at [careers@malthousetheatre.com.au](mailto:careers@malthousetheatre.com.au) .