

DEVELOPMENT COORDINATOR

Development Team

Salary: \$70,000 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, evening and weekend hours will be required in this role.

Company Profile

Malthouse is a unique artistic institution in Melbourne, Naarm full of history, that creates thought-provoking live theatre experiences and offers great hospitality. It's a place to connect and a place to feel at home in a community of artists and arts lovers. Be unafraid, be entertained, be switched on.

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 Development Coordinator is responsible for the execution of the organisation's fundraising strategy under the direction of the Development Manager. This includes assisting with strategic planning and the acquisition of funding partners, as well as the delivery of hospitality and events, overseeing communications, and administrative tasks such as reporting and acquittal.

The role maintains a high level of internal and external communications, from internal departments to sponsors, government, corporate organisations, donors and trusts and foundations. The Development Coordinator is required to work closely with Malthouse Theatre's CRM, Tessitura, as well as having sound knowledge of financial administration and strategy in a development context.

This role would suit someone with experience in a Development team or equivalent, who is looking to make the next step in their Development career. This position provides the opportunity to build on your sound administrative skills and fully own stakeholder relationships across all aspects of the Development portfolio.

Reports to: Development Manager

Direct reports: none

Works closely with: Marketing & Communications Team, Company Producer, CRM and Ticketing Manager, Venue and Front of House Team.

Stakeholder Relationships: Individual Donors, , trusts and foundations, corporate and beverage partners.

Key Responsibilities and Duties

Administration

- Maintaining CRM records, processing donations and preparation of invitation and mailing lists
- Regular reporting and acquittal for Development stakeholders
- Maintaining department trackers across individual giving, trusts and foundations and corporate partnerships, alongside an annual department calendar, communicating the workflow of the department, flagging upcoming opportunities, reporting, and acquittals

Strategy and acquisition

- Leverage your knowledge of our CRM records to provide data insights, data proven opportunities and data led storytelling
- Conduct research and assist the Development Manager in the identification of development acquisition opportunities
- Collaborate with the Development Manager on private giving strategy and planning, including the project coordination and execution of annual giving campaigns

Functions and hospitality

- Deliver end to end, all development department hospitality, functions, and events, including coordinating invitation lists, and liaising with catering services and other internal departments on ensuring a high level of service delivery and stakeholder satisfaction
- Managing stakeholder activations and benefits packages, including complimentary ticket requests and other contra

Communications

- Facilitate graphic design, print and distribution requirements of Development department collateral across a variety of mediums
- Use your strong writing skills to develop copy for all Development external communications including EDM's, social media and invitations

Stakeholder management

- Maintain a close working relationship with partnership project managers from our corporate partner organisations, trusts and foundations
- Provide outstanding customer service, as the first point of contact with individual donors across all levels
- Work to deepen donor relationships as the primary contact for donors at the \$250- \$4,999 level

Key Selection Criteria

1. Demonstrable CRM experience and financial administration skills
2. Event coordination and corporate hospitality experience with a focus on excellent client engagement
3. Strong administration skills and excellent verbal and written communication skills with an eye for detail
4. Experience in partner acquisition and stewardship, including proposal writing and acquittal reporting

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 and is accessible by stairs. Applicants with diverse physical requirements are encouraged to contact Malthouse Theatre for more information about this role at careers@malthousetheatre.com.au . More information about access in our venue can be found here 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 by the due date. For more information, or if you need the Position Description in another format, contact us at careers@malthousetheatre.com.au .