

ANNUAL GIVING MANAGER

Terms:	Full time ongoing
Team:	Development Department
Reporting to:	Senior Philanthropy Manager
Direct Reports:	Philanthropy Coordinator
Location:	252 Sturt St, Southbank Southbank Theatre, 140 Southbank Boulevard, Southbank

Melbourne Theatre Company

Our Vision

To be recognised as one of the world's preeminent theatre companies, leading the cultural conversation and chosen as a favourite destination for Australians.

Our Purpose

To share remarkable stories that enable people to better understand the world around them.

Our Values

Leadership: We are a contemporary leader in the arts, with a clear vision and viable roadmap for the future. We are a part of the cultural conversation, ensuring theatre remains an influential and relevant art form in Australian and internationally.

Equity and Inclusion: We support and promote equity across our staff, performers and program. We also represent and reflect the diversity of our society and the many stories of our time.

Creativity: We take artistic risks and challenge conventional performance boundaries. We integrate creativity into our daily work, using it to solve business challenges as they arise.

Connection: We grow and connect with our communities (both internal and external) by ensuring Melbourne Theatre Company remains relevant. We do this by listening, understanding and evolving to challenge, inspire and entertain.

Our Pledge

Theatre is for everyone.

Melbourne Theatre Company is committed to sharing stories that reflect the diversity of the human experience.

We believe that producing the highest quality theatre is only possible when all artists – regardless of race, sexuality, faith, ability, age or gender – are given the same opportunities to create and to flourish.

About the Position

A member of the Development Department, the Annual Giving Manager reports directly to the Senior Philanthropy Manager and works closely with the Development Team to solicit

and secure donations, deliver best practice donor stewardship and ensure the growth of philanthropic giving to Melbourne Theatre Company.

Key Relationships

- Senior Philanthropy Manager
- Philanthropy Coordinator
- Development Director
- Executive Director and Co-CEO
- Artistic Director and Co-CEO
- Events Manager
- MTC Foundation Board Chair and Members

Accountabilities

Duties and responsibilities include, but are not limited to:

- Manage Melbourne Theatre Company's key Annual Giving Program, soliciting and securing donations through annual and ongoing fundraising campaigns.
- Seek to increase income from the Annual Giving Program by growing the number of annual donors and increasing donation amounts from current donors.
- Ensure a high rate of year-on-year retention of annual donors.
- Manage stewardship activities for annual givers, including (with the assistance of the Events Manager and Philanthropy Coordinator) managing all donor events.
- Conceptualise and manage general fundraising appeals and targeted annual giving campaigns, including but not limited to
 - Annual Appeal
 - Annual Donors (\$1,000+)
 - Education Giving Circle
 - Syndicate and community-based giving
 - Micro-donation and web-round-up campaigns
- Build solid and long-lasting relationships with Melbourne Theatre Company Donors.
- Manage campaign strategy and design (in conjunction with the Marketing Team), and delivery of donor acquisition events and engagement activity.
- In collaboration with the Senior Philanthropy Manager, design, manage and promote a prominent Bequest program, identifying and securing prospective donors and managing ongoing stewardship.
- Work with the Senior Philanthropy Manager to manage communications including Campaign & Appeal writing, Case for Support writing, Reporting & Acquittals, Annual

Donor Impact Report, eNewsletters, the Philanthropy section of the website, Foundation Board administration.

- Manage the Philanthropy Coordinator (direct report), who looks after administration of the Annual Giving Program, including Donor Ticketing Services, Donor letters & receipting, database administration & prospect tracking, and event coordination.
- Work closely with the Senior Philanthropy Manager and the Director of CRM on campaign analytics and the identification of trends and Major Donor prospects.
- Represent MTC at meetings, functions and events as required.
- **The position requires attendance at regular evening events.**

Your Skills & Attributes

The key requirements for this position are:

- Evidence of success in managing individual giving programs, including creating and implementing successful acquisition campaigns.
- Excellent donor development and stewardship skills.
- Excellent interpersonal skills.
- Preeminent written and oral communication abilities.
- A track record of strong organisational skills including planning, budgeting and record-keeping.
- Self-motivated and driven with experience of delivering in dynamic environments.
- Creative and flexible.
- Able to manage multiple and demanding tasks, prioritising as necessary.
- Experience working under strict time and other pressures.

Other requirements:

- To be eligible to apply for this position you must be an Australian or New Zealand citizen, permanent resident or hold a valid work permit or visa. It is a requirement that employees reside in Victoria and attends work onsite.
- Formal employment checks may be conducted as a requirement of this position e.g. National Police Check, Working with Children Check.
- Evidence of stated qualifications will be required.

Health & Safety

All Melbourne Theatre Company people are responsible for the following safe work procedures and instructions:

- All staff are required to comply with Company policies and procedures
- Adopt work practices that support Health & Safety programs

- Take reasonable care for the safety of one's own health and safety and that of other people who may be affected by their conduct in the workplace
- Seek guidance for all new or modified work procedures to ensure that any hazardous conditions, near misses and injuries are reported immediately to a manager
- Must not wilfully place at risk the health or safety of any person in the workplace
- Participate in meetings, training and other environment, health and safety activities
- Must not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare
- Wear personal protective equipment as provided
- Use equipment in compliance with relevant guidelines, without interference or misuse
- Must cooperate with management in relation to actions taken by the Company to comply with Occupational Health and Safety and Environmental legislation

In addition, the Annual Giving Manager must:

- Be responsible for the day-to-day management of Health and Safety issues
- Ensure adequate consultation with Melbourne Theatre Company staff and contractors regarding Health and Safety
- Implement Company Health & Safety policies and procedures, and the annual Health & Safety scheduled requirements
- Follow all agreed procedures in consultation with staff
- Ensure that all new employees or contractors receive induction Health & Safety training prior to commencing any new work practices or using new equipment
- Participate in regular workplace inspections and ensure that required changes are implemented within the required timeframe
- Maintain appropriate records as required under The University of Melbourne's Safety Mapping program
- Investigate all reported incidents and develop plans to prevent a similar occurrence
- Participate in safety meetings (where applicable) and other safety programs
- Apply appropriate return to work and injury management within their section

Access and Inclusion

Melbourne Theatre Company is an Equal Opportunity Employer committed to providing a safe working environment.

We embrace and value diversity and inclusion in the workplace. Diversity includes all the ways in which employees differ, and the valuable contribution that all of these differences bring to the Company.

The Company encourages employment and program applications from Aboriginal and Torres Strait Islander people, people with diverse cultural backgrounds and people with disabilities.

It is our policy to consider reasonable adjustments for qualified applicants with disabilities.

The Company recognises our people work differing positions, days and hours of work, and from different locations. Requests for an individual flexible working arrangement are considered with regard to employee circumstances, business requirements and the National Employment Standards.

Version Control			
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