

MAJOR GIFTS MANAGER

Terms:	Full time – ongoing
Team:	Development
Reporting to:	Director of Development
Direct Reports:	n/a
Location:	252 Sturt St, 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

The Major Gifts Manager is a key role within the Development Department and reports to the Director of Development.

The Major Gifts Manager is responsible for the development, implementation and evaluation of processes and strategies to grow philanthropic income, with a focus on major gifts

(\$10,000+) and high-value relationships.

The role manages a portfolio of major donors, Public Ancillary Funds (PAFs), Trusts & Foundations, and donor prospects, while driving new and emerging philanthropic income streams for Melbourne Theatre Company. Applying best-practice donor pipeline management, the Major Gifts Manager progresses prospects through cultivation, solicitation, and stewardship stages, and plays a key role in the planning and delivery of major, multi-year, and campaign-based fundraising initiatives that support the Company's artistic and strategic priorities.

The Major Gifts Manager plays a critical role in building a strong culture of philanthropy across the organisation and aligning fundraising activity with Melbourne Theatre Company's strategic priorities.

Key Relationships

- Director of Development
- CEO & Artistic Director
- Annual Giving Manager
- Philanthropy Coordinator
- Events Manager
- Business Development Manager
- Melbourne Theatre Company Foundation Board Chair and Members
- Melbourne Theatre Company Board of Management

Accountabilities

Duties and responsibilities include, but are not limited to:

Strategy & Planning

- Develop, implement, and evaluate a structured Major Gifts Strategy aligned with Company priorities.
- Design and maintain effective processes to support campaign engagement, ensuring efficiency and consistency across the portfolio.
- Contribute to the planning and delivery of major, multi-year project and endowment fundraising initiatives.

Revenue & Portfolio Management

- Manage a portfolio of major donors and prospects including identification, qualification, cultivation, solicitation, and stewardship.
- Achieve agreed income targets through new gifts, renewals, and upgrades.
- Provide regular reporting on revenue performance, pipeline health, and conversion rates.

Donor Development & Stewardship

- Guide donor journeys across cultivation, solicitation, and stewardship stages using structured, repeatable processes.
- Steward and renew relationships with existing major donors to foster long-term engagement.
- Develop and oversee donor recognition and stewardship programs that are aligned with Company strategy.

Donor Prospecting & Pipeline Growth

- Identify, cultivate, and secure new major donors to expand the philanthropic base.
- Lead high-net-worth prospecting and acquisition strategies using systematic approaches to track and progress prospects.

Trusts & Foundations

- Develop and implement a strategic Trusts & Foundations program.
- Identify funding opportunities and prepare tailored proposals aligned with organisational priorities.
- Oversee grant management, reporting, and acquittal processes, ensuring compliance and consistency.

Communications

- Develop and deliver strategic communications that effectively engage major donors, Trusts & Foundations, and prospects.
- Prepare compelling cases for support, proposals, and tailored donor communications that align with artistic, organisational, and campaign priorities.
- Ensure messaging strengthens relationships, promotes the Company's vision, and supports fundraising objectives.

Board & Stakeholder Engagement

- Actively support and leverage the Foundation Board and Board of Management in fundraising initiatives.
- Facilitate introductions, prospect engagement, and solicitation support.

Collaboration & Integration

- Collaborate with Marketing, Artistic, and Executive teams to align internal and external messaging with donor engagement and philanthropic opportunities.
- Identify key productions, milestones, and strategic initiatives for donor engagement.

Events & Engagement

- Contribute to the strategic planning and delivery of donor events and engagement opportunities.
- Represent the Company at meetings, functions, and events as required.

Data, CRM & Reporting

- Utilise data insights and analytics to inform strategy, monitor outcomes, and improve processes.
- Maintain accurate and timely records in Tessitura, ensuring compliance with moves management processes.
- Proactively enhance CRM utilisation to support pipeline management, reporting, and decision-making.

Financial & Operational Management

- Contribute to financial accountability through forecasting and revenue tracking.
- Manage resources effectively within allocated budgets.
- Undertake administrative duties and support broader Development activities as required.

Continuous Improvement

- Identify and implement process improvements to enhance fundraising effectiveness.
- Maintain awareness of sector trends and industry approaches to major gifts fundraising.

Other Requirements

- Attendance at regular evening events is required.
- Commitment to fostering a culture of philanthropy, collaboration, and process-driven excellence across the organisation.

Your Skills & Attributes

The key requirements for this position are:

- Proven experience in major gifts fundraising or similar high-value relationship management roles.
- Demonstrated ability to meet or exceed revenue targets and manage a donor pipeline.
- Strong relationship management skills with the ability to influence senior stakeholders.
- Experience in identifying prospects and developing cultivation and stewardship strategies and processes.
- Strong analytical capability with the ability to interpret data and inform strategy.
- Excellent written and verbal communication skills, including proposal development.
- Strong project management skills with the ability to manage competing priorities.
- High level of discretion and judgement in handling sensitive donor information.
- Self-motivated, proactive and able to work both independently and collaboratively.
- Experience using Tessitura or similar CRM systems in highly regarded.

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 wilful interference or misuse
- Must cooperate with management in relation to actions taken by the Company to comply with Health and Safety legislation
- Ensure adequate consultation with Melbourne Theatre Company staff and contractors

regarding Health and Safety

- 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

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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