



POSITION DESCRIPTION

Position:	Manager Philanthropy and Special Events
Department:	Executive
Immediate Supervisor:	Managing Director
Indirect Reports:	Donor and Special Events Coordinator
Classification:	Level 6
Working Conditions:	TSO Staff Agreement 2015
Delegations:	As per TSO Delegations Manual
Date:	June 2018

Purpose of Role

The Manager Philanthropy and Special Events is responsible for securing income from philanthropic support for the TSO Fund and the TSO Foundation, managing relationships with existing donors and cultivating new relationships. This position will also be responsible for the day-to-day management of Special Events. The position is to ensure that the annual income targets are achieved and that a sustainable strategy is implemented to maximise future income potential.

Key Functions, Tasks and Responsibilities

1) Strategic Direction Setting

- This position will assist the Managing Director to develop TSO's strategic fundraising plan for Philanthropy and Special Events and take day to day responsibility for the implementation and management of that plan.
- In conjunction with the Managing Director, ensure that employee capability within the areas of individual giving and special events is of the desired standard and experience to meet TSO goals and outcomes for the Philanthropy and Special Events Strategic Plan.

- This position will assist the Managing Director in reporting progress of the day to day activities against the Plan to the Board, Foundation Board and Senior Management.

2) Executive Team Member:

- Demonstrate high standards of teamwork within the Executive Team. Adhere to the TSO standards and expectations required by a manager in a management/leadership role.
- Complete assigned tasks for operational management activities and decisions on time and to standard.
- Support the decisions of the TSO Board, TSO Foundation Board, Managing Director and Senior Management Team.
- Represent TSO and the Managing Director in development related matters to internal Committees and external bodies. Develop linkages with like organisations to share access to resources and to keep in tune with changes in the fundraising environment, responsibilities and best practices.

3) Operational Management

- Develop an operational plan to achieve and maintain high standards in all aspects of the administration and day-to-day management of the TSO Philanthropy and Special Events Strategic Plan.
- Develop annual budgets and monitoring and reporting against approved budgets for the donor and special events programs.
- Develop, implement and report on effective fundraising and associated promotional events and activities.
- Working with the Managing Director, establish and implement systems for monitoring fundraising progress against strategic and operational plans and budgets and take corrective actions as required.
- Demonstrate effective leadership and management of the individual giving and special events areas.
- Comply with organisational strategies to ensure a positive, vibrant and supportive culture within the Executive Department and across all areas of the TSO.
- Work closely with the Box Office Manager and the Donor and Events Coordinator to ensure the effective planning, coordination and execution of Philanthropy and special events activities.
- Ensure that team members are trained in and use information technology systems provided such as Tessitura and Arts Vision to the standards and competency levels required by the organisation.

4) Governance

- Assist the Managing Director in implementing mechanisms to ensure that all necessary arrangements are in place to maintain constant compliance with all statutory and regulatory requirements.
- Assist the Managing Director to ensuring accurate, timely and comprehensive acquittal of funding agreements.
- Assist with ensuring that the administrative requirements of the Australia Council are fully met and regularly considered to ensure compliance.

5) Fund-raising

- Advise the Managing Director on appropriate fund-raising targets and overseeing development and implementation of strategies to achieve them.
- Report regularly to the Managing Director on progress against those targets and implementing any remedial strategies that may be necessary.
- In conjunction with the Managing Director participate in negotiations with major donors and patrons and implement strategies to secure major gifts the TSO's annual Philanthropy and Special Events Plan.
- In conjunction with the Managing Director and Chairman of the TSO Foundation Board, develop annual fundraising plans in line with the Foundation Board's approved strategic plan.

6) Stakeholder Management and Engagement

- Proactively seek to initiate and build relationships with key TSO stakeholders and supporters at every opportunity.
- Ensure that all aspects of the relationship building process are managed strategically and transparently across the company and with donors.
- Implement best practice systems to ensure effective and responsive stakeholder management and stewardship.
- Develop innovative and authentic engagement strategies that not only lead to new donor acquisitions but to novel and higher income streams.

7) Compliance and Reporting

- Maintain constant compliance with all statutory and regulatory requirements. These include:
 - Anti – Discrimination Act (Tas)1998
 - Fair Work Act 2009
 - Work Health and Safety Act (Tas) 2012
 - Workers Rehabilitation and Compensation Act (Tas) 1998
 - Privacy Act 1988

- Assist the Managing Director in ensuring that the administrative and financial reporting requirements of the Australia Council for the Arts are fully met and regularly considered to ensure compliance under
 - The Good Governance Principles and Guidance for Not-For-Profit Organisations
- Exercise due diligence to ensure compliance with TSO's policies and procedures, and in particular:
 - Social Media and Public Comment Policy
 - Workplace Discrimination, Bullying and Harassment Policy
 - WHS Policy.
 - Diversity and Access Policy
 - Fraud Policy
 - Risk Policy
 - Gift Policy
 - Whistle Blowers Policy
 - Communications Policy – External

Other Duties and Directives:

- Perform any other reasonable workplace duties and directives as designated by the Managing Director.

Selection Criteria

1. Degree in Business Management and/or other relevant tertiary qualifications plus a minimum 5 years' experience as a manager in a fundraising environment that includes formulating strategic and operational funding plans and budgets for securing income from Philanthropic, Grants or other similar programs and activities.
2. Proven successful experience in acquittal, fundraising and event management.
3. High level interpersonal skills including presentation, relationship management skills, negotiation and conflict management skills and the ability to communicate effectively with a variety of personalities in a creative and often high-pressure environment.
4. Collaborative nature with a background reflecting strong team and service orientations, empathetic and compassionate with good listening skills.
5. A sound appreciation of the current political, economic and social issues and future challenges for the TSO funding needs, will be crucial.
6. Proven analytical skills and the capacity to problem solve. Undertake research to formulate innovative solutions to problems.
7. Demonstrates business knowledge and how organisations work, views the big picture of an organisation and understands outside influences such as funding environments.

8. High level administration skills including sound computer literacy in the Microsoft Office suite of programs, specifically Word and Excel. Experience in Customer Relationship Management (CRM) systems, especially Tessitura is an advantage.
9. Results orientation and ability to demonstrate bottom line impact.

Desirable:

1. Previous managerial experience in an arts environment.

Other Conditions

- Flexibility of hours will be required to meet the operational requirements of the role.
- This position is expected to attend TSO performances to greet and meet donors.
- This position, from time to time, will be required to travel for fundraising activities and concerts outside of Hobart.