



TASMANIAN
SYMPHONY
ORCHESTRA



DIRECTOR PHILANTHROPY

Information Pack

About the TSO

Established in 1948 and declared a Tasmanian Icon in 1998, the Tasmanian Symphony Orchestra (TSO) has been at the forefront of concert life in Tasmania for more than seven decades. The orchestra is a 47-piece ensemble which is regularly joined in performance by the TSO Chorus, an auditioned choir of approximately 80 voices.

Eivind Aadland is the orchestra's Chief Conductor and Artistic Director Designate.

The TSO is a much loved cultural institution and a 'source of pride' for 87% of Tasmanians. In addition to performing to its substantial audiences in Hobart and Launceston, the TSO reaches a broad cross-section of listeners with free outdoor concerts, performances in regional Tasmania, schools and community concerts, and through Live Sessions in breweries, distilleries and tin sheds.

TSO collaborators include MONA, Mona Foma, Dark Mofo, TMAG, Victorian Opera, Spring Bay Mill, Tasmanian Youth Orchestra, Tasmanian Conservatorium of Music and Australian National Academy of Music. Interstate touring in recent years has taken the orchestra to most mainland capital cities. In December 2016-January 2017 the TSO presented nine concerts in seven cities during a highly successful tour of the Chinese provinces of Jiangsu, Fujian and Shanghai.

A much recorded orchestra, the TSO has more than 80 CDs in its catalogue, including more than 20 in the *Australian Composer Series* on ABC Classics and 16 in the *Romantic Piano Concerto Series* on the British label Hyperion.

The TSO's mission is to be a great, musically excellent and flexible orchestra, inspiring diverse audiences across Tasmania and beyond.

Our values are *excellence, passion, innovation and respect*. We strive to create an environment that supports the creative, professional and personal fulfilment of all musicians, staff and guest artists.

TSO Director Philanthropy

About Us

The Tasmanian Symphony Orchestra is based in Hobart – Australia's smallest and most charming state capital and a city known for its relaxing, friendly lifestyle. Tasmania enjoys outstanding natural scenery, world famous tourist destinations, pristine living conditions and superb home-grown food and wine.

Established in 1948 and declared a Tasmanian Icon in 1998, the TSO gives more than 80 concerts annually including seasons in Hobart and Launceston, and appearances in Tasmanian regional centres. In addition to its core activity of giving subscription concerts, the TSO endeavours to broaden its imprint and diversity by forging links with other community organisations, educational facilities, arts organisations and diverse artists such as Nina Stemme, Missy Higgins, Kate Miller-Heidke and Violent Femmes.

What's involved?

The Director Philanthropy is responsible for effectively leading and driving performance and continuous improvement across the TSO's major fundraising activities of Gift Donors, Philanthropy, Grants, Foundation and Special Events management.

Reporting to the CEO, the Director Philanthropy will be accountable for the leadership, development and implementation of all philanthropic and fundraising events and obtaining of government and philanthropic grants. This will involve strategic business development capabilities to create a sustainable pipeline of donations, communications and interactions in line with the vision, values and strategic goals of the TSO.

As a member of the senior management team, you will actively participate in the strategic development of the organisation, provide leadership and foster cooperation and communication across all TSO departments.

What do you need to bring to the job?

This is an opportunity for you to showcase your exceptional senior leadership, business management and communication skills you bring to the TSO in the philanthropy/fundraising arena.

A Degree in Business Management and/or other relevant tertiary qualifications plus a minimum 5 years' experience as a senior manager in a fundraising environment that includes formulating strategic and operational funding plans and budgets for securing income from Grants and Philanthropic activities is essential.

Applications close at 5.00pm on Monday 4 February 2019. Please address clearly the selection criteria outlined in the Position Description and forward with your most recent CV including the names and contact details of two (2) professional referees to recruitment@tso.com.au

For further information please contact Caroline Sharpen, CEO sharpenc@tso.com.au or Jenny Goulding, Director People and Culture gouldingi@tso.com.au

Please Note: This position is only open to Australian Citizens, Permanent Residents of Australia, or New Zealand Citizens.



POSITION DESCRIPTION

Position	Director Philanthropy
Department	Philanthropy
Supervisor	CEO
Direct reports:	Corporate Partnership Executive Donor and Events Coordinator
Classification:	Senior Manager
Working conditions	Senior Management Contract
Date	January 2019

Purpose of the role

The Director Philanthropy is accountable for the strategic growth of all philanthropic income for the TSO and the achievement of budget targets.

The Director Philanthropy is a key externally-focused position responsible for stewarding some of the TSO most important stakeholder relationships. These include the TSO's major gift patrons, annual fund donors, bequestors and philanthropic foundations. The position works closely and astutely with the CEO and Board, the TSO Foundation and TSO Friends to expand the support base of the Orchestra.

A member of the executive team, the Director Philanthropy is an important stakeholder in the TSO's strategic development, contributing valuable insights on the preferences of philanthropic investors and the timelines required to secure the appropriate levels of support.

The role supervises, mentors and develops Philanthropy Department staff and a small cohort of important volunteers.

Key Functions, Tasks and Responsibilities

Primary Function	Responsibilities Duties Tasks
1. Strategy	Develop and implement the TSO's philanthropy strategy
	Actively contribute to the strategic development of the TSO and foster cooperation across the organisation
	Brief the CEO and Senior Management Team of changes to the

	operating environment affecting the TSO's philanthropic activities, financial outlook or internal processes, procedures and compliance
2. Leadership	Lead, develop and manage a high-performing Philanthropy Department
	Endorse and communicate the decisions of the TSO Board, CEO and Senior Management Team to staff and relevant stakeholders
	Represent the TSO in industry forums and capacity-building programs
	Work with the Director People and Culture to provide performance management and career development for direct reports
	Endorse and activate strategies to ensure a positive, vibrant and supportive culture within the Philanthropy Department and across all areas of the TSO
3. Major Gifts	Maintain, develop and grow the TSO's portfolio of major gift donors and achieve annual income targets
	Design and implement a moves management process for the TSO utilising Tessitura
	Design and implement a best-practice stewardship program that surprises, delights and connects donors to the TSO, its musicians, programs and staff
	Work with the Chair of the TSO Foundation to support the Foundation's fundraising initiatives and ensure the consistency of the TSO message among constituents
	Maintain accurate and up-to-date records in the TSO's CRM System - Tessitura
4. Annual Giving	Develop and implement the TSO's annual fund campaigns in consultation with the Director of Marketing and Communications
	Ensure timely donation processing, receipting, documentation and acknowledgement
5. Philanthropic Grants	Develop the TSO's portfolio of philanthropic grants in collaboration with artistic, education and outreach staff
	Ensure compliance with reporting and financial acquittal obligations
6. Bequests	Develop and implement a bequest strategy for the TSO
7. Finance, Reporting & Compliance	Develop annual budgets for the philanthropy program in collaboration with the Director Business Services and CEO
	Monitor performance to budget and take corrective action as required

	Prepare departmental Board Reports, Audit and Risk Committee Reports and Management Reports as required
	Attend and present at TSO Board or Audit and Risk Committee Reports as required
	Implement mechanisms to ensure compliance with all statutory and regulatory requirements
	Ensure the Philanthropy Department complies with all TSO policies and procedures
8. Other Duties	Perform any other duties assigned by the CEO

Selection Criteria

1. Tertiary qualifications in music, business, communications or a relevant area, plus five years' experience in a senior fundraising role
2. Results orientation and ability to demonstrate bottom line impact
3. Proven success in securing major philanthropic gifts from high-net worth individuals and families
4. Proven success in managing annual giving campaigns
5. Understanding of the Australian grant funding landscape and proven success in securing grants from philanthropic foundations and grant-making entities
6. Deep understanding of donor stewardship and relationship management
7. Confident and adaptable leader with a high level of interpersonal skills and the ability to relate to people at all levels. This includes managing the involvement of the CEO and Board, as well as the Senior Management Team and their staff
8. Strong verbal and written communication skills with the ability to make recommendations and influence decisions
9. Collaborative nature with a background reflecting strong team and service orientations, empathetic and compassionate with good listening skills

Desirable:

1. Senior management experience in an arts environment
2. Knowledge of orchestral music
3. Familiarity with Tessitura CRM System

Other Conditions

1. Flexibility of hours will be required to meet the operational requirements of the role.
2. As part of the senior management team, this position is expected to attend TSO performances.
3. This position, from time to time, will be required to travel with the orchestra for concerts outside of Hobart

Contact: * **Caroline Sharpen** – CEO. Email sharpen@tso.com.au or 03 6232 4400, or

* **Jenny Goulding** – Director People and Culture. Email gouldingj@tso.com.au or 03 6232 4416