

## Position Description

<b>Position:</b>	Philanthropy Manager
<b>Team:</b>	Business Growth and Development
<b>Reports to:</b>	Director, Business Growth and Development
<b>Direct reports:</b>	1 - 2
<b>Key relationships:</b>	Chief Executive, Artistic Director, Board members, Director, Business Growth and Development, Corporate Partnerships Manager, donors, foundations and trusts.

### About Us

Queensland Theatre has a proud history creating an extensive repertoire of classic, contemporary, international and Australian theatrical works.

Queensland Theatre exists for the love of theatre. We love theatre that takes us to faraway places and returns us to everyday life.

Our strategic goals enable us to achieve our purpose — to connect people and ideas through theatre experiences that inspire, entertain and challenge.

**Our Vision:** Exceptional theatre experiences that shape the national imagination and enrich the life of our community.

**Our Purpose:** Connecting people and ideas through theatre experiences that inspire, entertain and challenge.

**Our Values:** Queensland Theatre is an employer that embraces diversity and inclusion in the workplace, with a commitment to fostering an environment where all differences and values are respected. Our work is carried out in line with our Queensland Theatre values of Positive Spirit, Everyone Belongs, Creating Magic and Stronger Together.

**POSITIVE SPIRIT:** Our passion for the performing arts drives our positive spirit and means we think and act with energy and curiosity in the best interests of the Company.

**EVERYONE BELONGS:** We show respect by embracing diversity and actively fostering an inclusive environment where everyone feels valued and inspired to contribute.

**CREATING MAGIC:** We approach our work courageously and creatively, striving to bring out the best in everyone and everything we do.

**STRONGER TOGETHER:** We work as one team, collaborating and taking joint responsibility to achieve our vision.

### Position overview

Reporting to the Director, Business Growth and Development, the Philanthropy Manager plays a critical role in developing strategies for a philanthropic program to deliver fundraising outcomes. Key responsibilities include developing donor solicitation strategies and initiatives and cultivating strong relationships and opportunities to build an engaged donor pipeline to support Queensland Theatre. This includes research and stewardship of donors for annual giving, major gift and philanthropic programs as well as working with internal teams to deliver effective philanthropic campaigns and events.

## Key accountabilities

### Financial: Philanthropic fundraising

- Develop and implement a philanthropy strategy, campaign and giving program for acquisition, retention and growth of philanthropic engagement and revenue which meets budget targets.
- Research, build and steward a portfolio of existing and prospective individual donors and cultivate relationships and opportunities to secure engagement and financial support.
- Manage the planning, building, implementation and tracking of key philanthropy campaigns, for example, the Annual Appeal.
- Identify opportunities and seek support from philanthropic Trusts and Foundations.
- Plan and execute donor recognition and engagement events and prepare scheduled written communication and engagement/event materials.
- Work with marketing and communications personnel to create and maintain marketing and communications materials that assist in developing and maintaining donor relationships.
- Manage Opening Night and production in-season engagement with donors and prospective donors.
- Maintain knowledge of Australian and international trends/research in philanthropy.

### Customer service and engagement: Relationships and donor engagement/experience

- Develop strong relationships with stakeholders to support and achieve income generation objectives by:
  - cultivating, nurturing and stewarding trusted relationships with existing and prospective individual donors, to engage support for Queensland Theatre;
  - servicing relationships with donors by providing excellent service and timely responses to donor enquiries and requests, ensuring positive donor experience;
  - working with Business Growth and Development team members to develop and deliver an annual schedule of events and engagement opportunities for donors and donor prospects with the objective of generating support.
- Attend, when required, Queensland Theatre and Development team events, including philanthropy and corporate partnership events, to assist with the delivery of the event and the successful and appropriate engagement of donors or other stakeholders.
- Represent Queensland Theatre as required at performances, industry, donor and stakeholder events.
- Maintain strong internal and external working relationships.

### Operational and reporting

- Ensure philanthropy program initiatives are effectively administered, including delivery of obligations, reporting, and maintenance of thorough, and up to date files and records.
- Ensure information about and communication with all prospective and existing donors, including research material, engagement plans, stewardship plans and meeting reports, is recorded, working with the Development Coordinator and/or Development Partner to achieve this.
- Provide analysis and reports on key fundraising initiatives, opportunities, and donors as required, for use in strategy development, Board reports, management and team reports, and other purposes, as required.
- Develop and maintain philanthropy program information for required team and Board reports.
- Analyse donor behaviour from database information to assist with building philanthropic pipelines, and to assist with planned giving programs and fundraising campaigns.
- Coordinate and ensure the timely dispatch of renewal and pledge letters, receipting and donor acknowledgement letters.
- With the support of the Development Coordinator and/or Development Partner, ensure (Tessitura) database records relevant to activities with existing and potential donors are created and maintained.

## People and culture

- Collaborate with Business Growth and Development team members to ensure the efficient and appropriate delivery of all fundraising activity and stewardship of donors.
- Work effectively as a team player to achieve objectives.
- Be committed to and understand the benefits of a diverse and inclusive workforce.
- Embrace and live Queensland Theatre values.

## Work health and safety

- Ensure adherence to work health and safety policies and procedures to ensure safe services and practice in the workplace.
- Take reasonable care for your own health, safety and wellbeing and take reasonable care to ensure that your acts or omissions do not adversely affect the health, safety and wellbeing of others.
- Comply with reasonable instructions that are provided for the safety of you and others at the workplace.

The position provides an overview of responsibilities. The position holder may be required to perform other duties commensurate with skills, experience and capabilities as required to meet team and organisational needs.

The position requires flexibility with from time to time, some reasonable additional hours required including at performances and events in evenings, to fulfill the requirements of the role.

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## Qualifications, skills and experience

### Essential:

- At least five years' experience in a fundraising role or philanthropic giving activity, demonstrating proven experience and a successful record in developing and delivering fundraising strategies and campaigns that achieve or exceed financial targets.
- Tertiary qualifications in philanthropic studies, fundraising, or marketing.
- Exceptional stakeholder and relationship management skills with a proven ability to engage and steward positive relationships with donors and stakeholders at all levels to drive philanthropic support.
- Excellent communication, interpersonal and presentation skills, with persuasive abilities and strengths in diplomacy, building and influencing networks, crafting compelling narratives, and making 'an ask'.
- Advanced analytical thinking and problem-solving skills with demonstrated ability to translate donor data insights into strategic fundraising approaches.
- Experience coordinating successful fundraising events and engagement initiatives/programs.
- Strong organisational skills with the ability to juggle competing priorities and deadlines while maintaining a flexible approach.

### Desired:

- Experience in the Arts or associated sector.
- Strong understanding of the philanthropic landscape in Australia and associated trends.
- Experience with Tessitura (CRM and Ticketing) database

### Other attributes:

- Kind and empathetic by nature.
- Ability to confidently make 'an ask'.
- Positive attitude, self-directed with an ability to collaborate to achieve results.
- Resourcefulness to find required information.
- Ability to work effectively as a team player as well as independently.

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*Queensland Theatre is committed to fostering an environment where all differences are valued and respected. We promote a culture of opportunity and encourage people from a range of cultural and backgrounds to apply for Queensland Theatre roles.*

## HOW TO APPLY

If you are interested in this opportunity, please read the position description and submit a written application which should include:-

- a cover letter outlining your suitability for the role and interest in working at Queensland Theatre;
- a response (maximum 2 pages) to the required skills and experience outlined above;
- a resume / curriculum vitae.

Please combine your application into a single PDF or Word document.

**Please address application to HR Manager, Queensland Theatre, and email to [employment@queenslandtheatre.com.au](mailto:employment@queenslandtheatre.com.au) by Friday, 19 September 2025.**