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| Job title | Philanthropy Manager |
| Job Type | Part-time (40% FTE) |
| Reports to | General Manager |
| Location | Woolloomooloo, Sydney |

The Company

Vocalisation is about the sound and the story.

The Song Company of Australia comprises the continent's leading vocal ensemble, equally at home in cathedral or intimate venue performing a variety of programs from mediaeval to contemporary.

Presenting its own subscription series, the company receives philanthropic support, and is assisted by the Australian Government through the Australia Council and the NSW Government through Arts NSW.

Established for nearly thirty-five years, The Song Company is under the innovative artistic direction of award winning composer and conductor Antony Pitts. The company has ambitious plans to increase substantially its reputation internationally and nationally.

Job Purpose

The Philanthropy Manager will increase philanthropic income from individuals. Whilst this is the focus of the job at present, there is potential (in the future) to expand this role to include corporate giving, and trust & foundation submissions and other associated areas.

Duties and Responsibilities

The Philanthropy Manager will:

- Produce a yearly philanthropy plan;
- Develop and execute philanthropic fundraising campaigns and events;
- Manage the pipeline of prospective individual donors and donor engagement;
- Coordinate internal stakeholders in the management and "ask" of assigned key donor prospects;
- Manage and "ask" his/her assigned prospects;
- Utilise and enhance data of CRM system;
- Assist in other duties as assigned by the General Manager.

Qualifications

- Tertiary qualifications and/or proven relevant experience.
- Interest in and commitment to the Arts.

Experience

- The role is suitable for either a recent graduate seeking to build a career in the arts or an experienced philanthropic fundraiser looking for flexibility of a part-time position.

Skills

- Relationship Management;
- Excellent presenter and communicator for all backgrounds;
- Excellent writing skills;
- Tech savvy across a number of areas including CRM systems;
- Ability to manage multiple tasks and to tight deadlines.

Performance Goals

- Return on campaign investment;
- Growth in revenues.

Working Conditions

- Working hours are flexible to be agreed with the General Manager
- Attendance at some evening performances expected
- Small office environment currently in Woolloomooloo while the Walsh Bay Arts Precinct redevelopment occurs.

Key Relationships

- General Manager
- Board members
- Artistic Director
- Operations Coordinator
- Marketing Coordinator
- Artists
- Volunteers

Applications

Please address the listed criteria and send together with a CV to Thomas Drent at gm@songcompany.com.au

Closing 25th January 2019

Thomas Drent
General Manager

January 2019
