

## POSITION DESCRIPTION: Development Coordinator

<b>POSITION:</b>	<b>Development Coordinator</b>
<b>REPORTS TO:</b>	<b>Development Manager</b>
<b>STATUS:</b>	<b>EFT 0.8 (4 Days Per Week) but open to negotiation</b>
<b>CONTRACT PERIOD:</b>	<b>Until 31 December 2018*</b>
<b>DIRECT REPORTS:</b>	<b>n/a</b>
<b>SALARY:</b>	<b>\$52,000 - \$60,000 pro rata + PBI Salary Sacrificing Benefits**</b>
<b>LOCATION:</b>	<b>Our office is based 60 Little Malop Street, Geelong, and is just a short walk from the main Geelong Station. Flexible working arrangements may be considered.</b>

### Overview:

Over the last 30 years Back to Back Theatre has made a body of work that questions the assumptions of what is possible in theatre, but also the assumptions we hold about ourselves and others. Back to Back Theatre creates new forms of contemporary theatre created by artists with disabilities, giving voice to the social and political issues that speak to all people. Based in the regional centre of Geelong, the company is one of Australia's most globally recognised and respected contemporary theatre companies, touring internationally every year.

Our company is managed with an ethos of mutual participation. As part of a small, dedicated and lively team, the Development Coordinator will play an important role in sharing Back to Back Theatre's unique stories with our donors and stakeholders as we seek to grow our extended family of supporters.

We are looking for a creative, highly motivated individual to join our team who has a flair in identifying and writing engaging content, has strong relationship management skills, an eye for detail and loves good systems. Reporting to the Development Manager and working closely with the Marketing Team, you will contribute to the company's income growth by delivering the Development Strategy.

The holistic Development Strategy takes in the income generation areas of Government Grants & Government Relations; Trusts & Foundations (Project Partners and Community Partners); Private Giving Program (with Major Gifts defined as \$5,000 and above and Individual Giving Program defined as under \$4,999) and Corporate Partners.

The Development Coordinator will support the Development Manager in the delivery of all areas of the strategy as required, with particular responsibility for the following key result areas:

#### 1. **Communications**

- Deliver and further develop the Development Communications Strategy covering all areas of relationship management across the department. This includes the creation of all digital and print communications from content generation and scheduling through to CRM management (Salesforce and Campaign Monitor).
- Work closely with key artists and participants, identifying engaging story opportunities across all projects
- Work with the Marketing Manager to deliver the annually published Year in Review

#### 2. **Individual Giving Program (donations \$4,999 and under)**

- Deliver and further develop the Individual Giving Program including maintaining current donor pool and strengthening relationships with prospective donors including prospect research
- Further develop the company's newly designed Annual Giving Program, due to launch in May 2018 as part of the End of Financial Year Campaign, maximising the potential of this program from regular direct debit donations
- Coordinate donor communications including Thank You letters, Enews, invites etc.
- Support the Development Manager with the delivery of an Event Program, ensuring all stakeholders have opportunities to engage with the company throughout the year

### **3. Community Partners (Trusts & Foundations)**

- Manage Community Partner relationships, including writing grant applications and managing acquittal processes as well as representing the company as required at community events

### **4. Internal Systems**

- With the Marketing Coordinator, drive the company's use of the CRM database (Salesforce), including generating reports and ensuring it remains up to date and integrates with the online donations portal
- Maintain and update the company's Activity Log (collecting all quantitative data) as required for Funder reporting requirements
- Maintain and update the Development Calendar ensuring all reporting deadlines are met
- Ensure all relevant funders are appropriately acknowledged with logos and credit lines as contracted

### **5. Impact & Evaluation**

- Working closely with the Projects Team, collect qualitative feedback from artists and participants for use in acquittals and in communications
- Work with the Marketing Manager and Artistic Associate on strategies to best collect qualitative feedback from a broad range of participants

### **Other relevant areas of responsibility include:**

#### **Event Coordination**

- Coordinate internal and external events as required including guest lists, RSVPs, catering, venue bookings, and hospitality

#### **Research**

- Support the Development Manager in the research and sourcing of funding opportunities

#### **Networks & Relationships**

- Secure support from private givers through the nurturing of relationships and the development of informal or formal proposals as appropriate
- Prospect research: identify individuals who have the potential to give to Back to Back
- Foster relationships with individuals and the community at large to provide opportunities for people to engage with the company
- Liaise with various arts personnel, funding bodies and others as required

#### **Projects**

- Attend and take minutes at project evaluation meetings
- Work with the Projects Delivery team to ensure that project evaluation insights are collated in an effective manner and fed into project acquittals and future projects

#### **Financial**

- Ensure documentation of donations and grant income is up to date and matches finance & Salesforce records; this includes telephone, cheque, online (through Akkonsult), invoicing and direct deposits
- Ensure all gifts, (individual donations, grant income, and partnership arrangements) are appropriately acknowledged and managed, including appropriate receipting for supporters and appropriate financial treatment for audit purposes
- Work within an allocated budget for all expenditure and code as required

#### **Business Management**

- Participate in planning via company, and staff meetings, and strategic planning reviews as required

#### **Strategic Planning**

- Participate in strategic planning via company and staff meetings, and whole-of-company strategic planning processes
- With the Development Manager, drive strategic planning in external communications and contribute to whole Development strategy as required

#### **Business Processes**

- Assist other staff as needed with front-line reception duties, including telephone, mail collection & distribution, email, couriers, deliveries, and general enquiries

#### **OH&S and Risk Management**

All staff at Back to Back Theatre have a shared responsibility for contributing to a safe working environment. This includes the following responsibilities:

- Manage and maintain a safe working environment
- Identify areas of risk (physical and organisational) and bring these to the attention of the Executive Producer
- Ensure incidents are reported and addressed in line with Back to Back policy

### **Innovation**

- Proactive role in developing and enhancing processes and practices to ensure Back to Back Theatre operations are continuously improved from the perspective of efficiency, timeliness, and quality
- Participate in planning via company and staff meetings

### **Ensemble Support**

All staff of Back to Back to Back Theatre are responsible for supporting the ensemble, as necessary. This responsibility includes:

- Facilitate the ensemble's active participation in the full life of the company
- Promote and comply with the 6 National Disability Service Standards and the 4 DHHS Standards

### **Other**

- Other duties as required from the Development Manager
- A valid Police Check is required for this role

*\*Back to Back Theatre offers 12-month contracts to core staff each calendar year*

*\*\*Back to Back Theatre is a registered Public Benevolent Institution (PBI) and is able to offer Salary Sacrifice benefits for this role. The amount of an employee's salary that can be salary sacrificed is limited by Fringe Benefit Tax (FBT) limits set by the Australian Taxation Office (ATO) and these are subject to change each year.*

### **Key Selection Criteria**

- A relevant tertiary qualification and demonstrated work experience of at least 12 months in a similar or allied role in the not-for-profit sector (desirable)
- Strong, flexible and creative written and verbal communications style and experience
- Ability to develop meaningful relationships with external stakeholders (donors and funding partners)
- Experience in managing and maintaining the use of a CRM database to its maximum potential
- A strong sense of self-initiative; desire and passion to further develop initiatives
- Ability to implement and maintain good systems
- Have a genuine interest in theatre or the arts

### **Applications**

To apply, please send a cover letter of no more than 2-pages addressing the key selection criteria, along with your CV and the details of two referees combined in a single PDF document to [recruitment@backtobacktheatre.com](mailto:recruitment@backtobacktheatre.com) with Development Coordinator in the subject line.

Applications close **midnight Sunday 29 April 2018**. Interviews will most likely take place on Friday 4 May.

Please note, referees will not be contacted without your consent.

### **Enquiries**

Please direct enquiries to Melissa Stark, Development Manager | [melissa@backtobacktheatre.com](mailto:melissa@backtobacktheatre.com) or 03 5221 2029.