

**POSITION DESCRIPTION
DEVELOPMENT MANAGER
THE SYDNEY FRINGE FESTIVAL**

Title:	Development Manager
Responsible to:	The Board of NEPA/Fringe
Reports to:	The Festival Director/CEO
Key areas:	This role is responsible for the Sydney Fringe Festival's fundraising activity including individual fundraising and philanthropy, corporate partnerships and grant sourcing.
Status:	2 -3 days per week, negotiable
Salary:	\$385.00 per day
Location:	Newtown, NSW

Background

Newtown Entertainment Precinct Association (NEPA) is a cultural industries organisation and advocacy group for the live arts and music sectors.

NEPA established The Sydney Fringe Festival in 2010.

The Sydney Fringe Festival www.sydneyfringe.com has received widespread industry support and engagement from the artistic community. In 2016 over 3,500 artists were featured in over 350 works across all disciplines across 60 venues.

NEPA wishes to engage a highly organised and energetic person as Development Manager for The Sydney Fringe Festival.

Development Manager – Role overview

The Development Manager is responsible for the Sydney Fringe Festival's fundraising activity including individual fundraising and philanthropy, corporate partnerships and grant sourcing.

The Development Manager drives diverse revenue streams for the organisation and acts to support the work of the Sydney Fringe Festival. The role leads the cultivation and activation of philanthropic and corporate partnerships. By fostering successful working relationships with key stakeholders, the Development Manager acts to grow financial support of Sydney Fringe.

The position works closely with the Festival Director in identifying, securing and managing sponsors.

The position also works closely with the Marketing Manager on delivering benefits and measuring activity.

Development Manager Key Competencies:

Skills

- A high level of experience across the fundraising sectors including private, trusts/foundations and corporate
- Highly developed organisational skills, work flow control and prioritisation
- Ability to close and complete deals
- Ability to effectively and efficiently execute tasks and manage workflow and projects to achieve on-time and on-budget outcomes
- A demonstrated ability to effectively communicate in a timely manner with all colleagues and stakeholders and achieve decisive and effective outcomes
- A demonstrated track record of effective management of funding relationships and accounts
- A demonstrated track record of writing successful grant applications
- A proven ability to plan and manage funding partnerships and effectively report on them
- High level of stakeholder relationship management
- Exceptional verbal and written communication skills, with the ability to communicate clearly, concisely and persuasively for specific audience groups.

- Excellent time management skills are essential
- Ability to self-manage

Interpersonal Skills

- Enthusiasm and positive attitude together with the ability to be a team player
- Ability to communicate openly, share information and support team members in order to contribute to the common good and common goals
- Open to change and ability to embrace change
- Willingness to evolve and constantly learn
- Positive approach; lateral thinking; problem solver
- Team player
- Resilience and ability to work effectively under pressure.
- Emotionally and professionally mature

Key Responsibilities and Duties:

Corporate Partnerships

- Secure an ongoing Headline Sponsor and act as key relationship manager for that partner
- To work with the Festival Director to identify areas that can be sponsored and to create innovative sponsorship opportunities to engage businesses
- Secure major and supporting corporate partnerships, including innovative concepts for activation and reciprocal advantage.
- Oversee cultivation and activation of a range of other cash and in-kind corporate partnerships, creating presentations and pitches for prospective promotional partners and sponsors.
- Ensure that all sponsorships are agreed with the Festival Director before contracting
- To contract all sponsors and ensure that the benefits on both sides are agreed and laid out up front.
- Manage the sponsorships going forward and ensure that the benefits are met.
- Prepare detailed reports analysing the outcomes of all sponsorship campaigns.

Philanthropy/ Trusts & Foundation Funding

- Identify and cultivate donors and philanthropic partners for Sydney Fringe, documenting all contacts and tracking progress.
- Prepare submissions and acquittals as required by trusts and foundations
- Elicit donations from individuals, including developing written proposals for major donors, and leading campaigns and events for supporting donors.

- Prepare and present acquittals to partners, funders and donors.

General

- Engage fully in the Sydney Fringe Festival, which by the nature of the Festival means extended hours and expanded duties during the festival period.
- Attend where required festivals, events, shows, exhibitions, industry gatherings and philanthropic activities and events throughout the year.
- Represent Sydney Fringe at meetings, functions and industry events where appropriate.
- Other duties as directed by the Festival Director/CEO.

Qualifications and Experience

- At least five year's experience in fundraising/sponsorship/development in the arts, entertainment, project management or related industry
- An understanding and empathy for creative process and practice
- Working diligently within a structured and comprehensive management system
- Effective delivery of high levels of client and customer service
- Enthusiasm and positive attitude together with the ability to be a team player, with commitment to group success

Judgment and decision making, and extent of authority

The position is expected to be self-managed while working closely with the Festival Director. An open line of communication to the Sponsorship Subcommittee of the Board is expected.

The position is expected to work in a highly collaborative and supportive manner with the entire Festival team.