Development Manager

ROLE DESCRIPTION

TITLE	Development Manager
HOURS	Minimum 3 days per week, hours negotiable
SALARY	$70,000 pro rata (plus superannuation)
REPORTS TO	Chief Executive Officer
KEY RELATIONSHIPS	Chief Executive Officer Guest Artistic Director Marketing Manager Administration Manager Head of Production Partners, Supporters and Donors
DIRECT REPORTS	Development Interns and Volunteers
CONTRACT TERM	12 month Maternity Leave contract

KEY ACCOUNTABILITIES

Strategy & Leadership

- Provide support and strategic advice to the CEO to develop and lead UPLIT's Development Strategy to achieve annual targets from non-government sources including corporate partnerships, philanthropy and grants;
- Provide strategic advice and support to the Board and CEO to identify and pursue partnership, grant and philanthropy opportunities;
- Develop and oversee management of strategies to build and maintain an annual supporter base for UPLIT.

Corporate Partnerships

- Secure and maintain cash and in-kind partnerships to income targets;
- Maintain and nurture of strong relationships with all cash and in-kind partners;
- Research and identify new prospects for cash based and in-kind partnerships;
- Lead the approach, development of proposals and pitches for existing and prospective partners;
- Negotiate terms and benefits and prepare final agreements, reports and acquittals, in collaboration with the CEO and UPLIT Team;
- Oversee all partner communication and delivery of benefits as outlined in partnership agreements;
- Work with the Marketing Manager to leverage marketing opportunities with corporate partners;
- Collaborate closely with the CEO, Guest Artistic Director, Head of Production and Marketing Manager to ensure a consistently high-quality program with relevant, brand aligned opportunities for corporate partner engagement and integration;
- Liaise with partners to effectively track all contra or in-kind sponsorship and support;
- Maintain and implement a cost benefit analysis process to ensure profit margins are achieved;
- Manage partner agreements and maintain internal communication of all partner activities with other UPLIT staff.

Philanthropy

- Build philanthropic support for UPLIT delivering on annual income targets as well as building opportunities for major giving long term;

- Support the Board, CEO and Guest Artistic Director to develop and maintain relationships with major private donors and philanthropic foundations;
- Lead the strategy for building a supporter base of annual giving with clear pathways to higher levels of giving, incorporating Festival Friends;
- Lead donor research strategy and data management;
- Develop and lead moves management strategy;
- Work with the Marketing Manager to ensure philanthropic messaging and acknowledgement of donors and Festival Friends across relevant channels;
- Oversee the management of development and fundraising tools and processes including contact databases and support materials;
- Oversee the coordination of all donor/member events.

Grants

- Oversee the implementation of grant research and drive processes to maintain existing grants;
- Lead the co-ordination of a grants schedule and implementation of grants applications;
- Oversee the development of acquittals and reporting as required by grant making bodies;

Financial

- Support the Administration Manager to ensure accurate financial administration of partnerships, including invoicing schedules and payment tracking;
- Manage Development expenditure in accordance with approved budget;
- Maintain strict adherence to UPLIT policies and procedures, including purchasing policies, risk management.

Evaluation and Reporting

- Prepare reports and updates to the CEO and Board as required;
- Participate in budget reviews and provide up-to-date reports.

Other

- Attend meetings, receptions and events as an UPLIT representative as required;
- Adhere to and demonstrate UPLIT's brand values and code of conduct.

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The Person

Relationship driven, organised and prepared to collaborate in a small, active team. You bring a 'safe pair of hands', prepared to manage sponsorships and partners of all types. This central role entails grant writing, maintenance and delivery of partnership contracts, regular reporting, and confidently managing highly sensitive communications.

Additional hours will be required as UPLIT hosts numerous after-hours events. In addition, our festival season requires a whole-of-team, full-time presence, including our development staffer.

UPLIT values connecting storytellers with communities and relies on strong relationships with donors, sponsors and funding organisations to bring this vision to life.

Key characteristics

- Highly developed relationship management, interpersonal and negotiation skills;
- Strong entrepreneurial spirit, both a self-starter and an ability to work as part of a team;
- Creative and strategic thinking, with the ability to engage stakeholders to support innovative and effective plans and ambitions;
- High-level time management skills, the ability to prioritise workload and a meticulous eye for detail;
- Belief in the agency of literature to transform communities and individuals.

Selection Criteria

1. At least five years' experience in relevant positions delivering successful strategic business development, sponsorship and fundraising outcomes;
2. A track record of delivering high quality partnerships including management of stakeholder deliverables, event logistics, VIP engagement and reporting;
3. Proven ability to work autonomously while maintaining a team awareness and collaborative approach;
4. Expertise in current fundraising trends and moves management strategies;
5. Experience in arts/cultural environments desired.

Application Process

To apply for this role, please email the following to the CEO, Ann McLean **ann.mclean@uplit.com.au**:

1. A covering letter addressing the selection criteria and your appropriateness for the role
2. A current resume
3. Contact information for 2 referees (name, title and organisation, relationship to the applicant and contact phone number and email address)

The closing date for application is **10 April** 2018 at 5pm. We expect to interview candidates during the week beginning 16 April.

All short-listed candidates will be contacted by phone or email. We regret that we are unable to reply to unsuccessful applicants. Thank you for your interest in working with UPLIT. We look forward to receiving your application.