

## Position Description PHILANTHROPY MANAGER

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Employer Type	Not-for-profit
Location	King Street Arts Centre, Perth WA 6000 and externally as required
Hours	Permanent contract 22.8 hours per week (0.6FTE) <i>Additional hours up to 0.8FTE applicable during fixed peak periods.</i>
Reports to	Executive Director
Probation Period:	Six months
Performance Assessment:	Initial three months, then annually.

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### ABOUT Co3 (pron. Koh-three)

Co3 Contemporary Dance is the State contemporary dance company of Western Australia, based in Boorloo (Perth). We are the resident dance company of the State Theatre Centre of WA on the land of the Whadjuk Nyoongar People.

Driven by excellence and collaboration, we have become a progressive platform for the exchange of ideas and stories that reflect the experiences of our community. Our company presents an annual program of multidisciplinary works with unique physicality and expression. We seek to empower and inspire the next generation of artists through our engagement programs.

### CO-LEADERSHIP

Artistic Director & Co-CEO Raewyn Hill

Executive Director & Co-CEO Hilary McKenna

### OUR PURPOSE

**“To inspire and enrich lives through contemporary dance”**

Our purpose is to inspire people and enrich lives through engagement with dance by delivering sector leading, contemporary performance and engagement programs for the people of Western Australia, Australia and beyond.

### OUR VISION

**“A leading contemporary dance company”**

Proudly West Australian, Co3 aims to be recognised as a world class contemporary dance company by 2030.

We will do this by progressing the boundaries of the art-form, and through the unique development of our artists.

Driven by our connection to the stories and experiences of our people, our place and our communities, Co3 will become a leading, cultural shaping company of the 21<sup>st</sup> century.



## **OUR VALUES**

The essence of Co3 is defined by our behaviors and actions that are guided by our core values of:

- **Excellence**
- **Integrity and accountability**
- **Sustainable Practices**
- **Entrepreneurial Spirit**
- **Transformation**

## **EQUAL OPPORTUNITY EMPLOYER**

Co3 Contemporary Dance actively strives for diversity in our teams, in the stories we share on stage and across all areas of our operating, programming and interaction with community. The company is an inclusive and safe environment for people from diverse backgrounds. All peoples are considered without regard to age, sex, religion, national origin, sexual orientation or disability. We strongly encourage all nationalities to submit their interest in working with the company when professional opportunities become available and in participating in our youth and education programs.

We recognise there is still a lot more work to be done and will continue to address systemic racism, cultural misappropriation, unconscious bias, access and inclusion. We continue to explore strategies and policies to address this, and to engage in open and safe debate. There are many challenges in the arts and cultural sector right now, more so than ever before. However, as a sector, we must come together and rise to these challenges and always do right by all in our community.

## **PURPOSE OF THIS POSITION**

The Philanthropy Manager is a critical role within the Co3 team, responsible for identifying, growing and maintaining revenue through philanthropic support, primarily by serving our community of valued Co3 Heroes.

The Philanthropy Manager will work closely with the Executive Director to articulate and execute fundraising strategies and will be supported by the whole Co3 Board and team in the execution of their campaigns. Championing philanthropy is an important part of every role at Co3.

To be successful in this role you must be a highly organised and passionate people-person who values exceptional communication. You will be adaptable, with a can-do problem-solving attitude, and enjoy succeeding both independently and as part of a team, in both typical and high-pressure environments.

Demonstrated philanthropy experience within the not-for-profit sector is desirable, however this could also be an excellent opportunity for an outstanding candidate who relishes the challenge to step up.

Co3's scale and resources require that this hands-on role be responsible for both strategic and operational management throughout the year.

## **AREAS OF RESPONSIBILITY**

### **Donor strategy and support**

- Develop and deliver end-to-end philanthropic campaigns at key points throughout the year
- Deliver outstanding donor stewardship, managing the portfolio of Co3 Heroes (donors), including regular communications, meetings, hosting and function attendance.
- Responsibility for research and identification of prospective philanthropic opportunities including potential benefactors, grants offered through fundraising projects, gifts, bequests, and relevant foundations and trusts
- Maintain the highest levels of discretion, integrity and professionalism
- Process all incoming donations
- Ensure financial and legal governance with regard to philanthropic funding is clear and documented, and processes put in place to ensure compliance requirements are met
- Ongoing research and development of best practice policies regarding philanthropic giving
- Devise philanthropy events including stewardship and fundraising events
- Maintain current and prospective donor records and relationship progress within the Tessitura CRM system.
- Collaborate with marketing to ensure appropriate acknowledgement of donors, across all publications, digital and marketing materials.

### **Trusts and foundations**

In consultation with the ED and subject to time:

- In collaboration with the Executive Director and Company Manager, monitor opportunities for grant applications for philanthropic trusts and foundations
- Support management of relationships with current trusts and foundations
- Collaborate with marketing to ensure appropriate acknowledgement of trust and foundation partners, across all publications, digital and marketing materials

### **General**

- Build successful relationships and work closely within the Co3 team
- With the Executive Director contribute to the development and delivery of an integrated organisational fundraising strategy to support the overall Co3 Strategic Plan and operational priorities
- Contribute to setting and achieving agreed income targets and ensuring the Executive Director is kept fully informed of potential issues, risks and opportunities
- Regularly attend performances and special events as needed
- Facilitate and document Fundraising Committee meetings of the Board
- Provide relevant reporting to the Board, Executive Director and Company Manager as required including Board papers, acquittals, progress reporting and annual compliance requirements such as the annual report
- Manage all stock delivery and stocktakes from in-kind sponsors
- Other duties reasonably required by the Executive Director

### **Required**

- A deep appreciation of the arts and its value in our lives.
- Effective influencing skills as well as tact, diplomacy and discretion
- Excellent interpersonal and communication skills, both written and oral
- Ability to work autonomously and as part of a small team
- Working knowledge of prospect identification and relationship management
- High level of relationship management skills
- Proven ability to prioritise a high workload and juggle competing demands

- Strong information technology skills including proficient use of MS Office suite

#### **Desired**

- Experience in developing successful relationships with philanthropic donors including soliciting gifts, supporting cultivation and stewardship
- Knowledge of fundraising principles and guidelines, relevant legislation and ethical standards
- Experience in data management, analytics and reporting

#### **HOW TO APPLY**

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If you believe you're right for the role, please send your application by email to [recruitment@co3.org.au](mailto:recruitment@co3.org.au) by **5pm (AWST) Monday 3<sup>rd</sup> February 2025** with "Application | Philanthropy Manager" in the subject line.

Your application must include:

- A statement (1-2 pages) outlining why you would like to work at Co3 and how your skills and experience address the requirements of the role.
- CV, including the names and contacts of at least two (2) professional referees.

**Applications that do not address the responsibilities & skills required for the role will not be considered.**

For more information about Co3, visit [www.co3.org.au](http://www.co3.org.au) or contact [recruitment@co3.org.au](mailto:recruitment@co3.org.au)