

Position Description

BUSINESS & DEVELOPMENT MANAGER

Employer Type	Not-for-profit
Location	King Street Arts Centre, Perth WA 6000 and externally as required
Hours	Permanent contract Full time 38 hours per week (1.0FTE)
Reports to	Executive Director
Probation Period	Six months
Performance Assessment	Initial three months, then annually
Salary	\$100,000-\$110,000 per year plus superannuation

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 Australian 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, culturally shaping company of the 21st 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 Business and Development Manager plays a vital role in ensuring the financial sustainability and strategic growth of Co3 Contemporary Dance. Working closely with the Executive Director, this position is responsible for managing and delivering on the organisation's funding and income generation strategies, with a primary focus on grants, philanthropy and sponsorship.

The role includes overseeing all reporting and compliance requirements associated with income streams, as well as building and nurturing relationships that support Co3's artistic and community outcomes.

This is a hands-on role suited to talented problem solver and relationship builder with excellent communication, organisational, and administrative skills.

The successful candidate will have exemplary communication and organisational skills to work across multiple departments and projects, while smoothly solving day-to-day problems and achieving long-term goals.



KEY RESPONSIBILITIES

Operations and systems management

- Manage the effective and efficient flow of information throughout the organisation.
- Support daily operations, ensuring efficiency in administrative, financial, and production areas.
- Identify and implement opportunities for operational efficiency and effectiveness.
- Represent Co3 with key stakeholders and deputise for the Executive Director as required.

Philanthropy and sponsorship

- Develop and deliver end-to-end philanthropic campaigns at key points (for example EOFY, performance season) throughout the year.
- Deliver outstanding donor stewardship, nurturing the portfolio of Co3 Heroes (our donors), staying in touch through regular communications, meetings, hosting and function attendance.
- Manage all sponsorship relationships and benefits, including in-kind sponsors.
- Research and identification of prospective philanthropic opportunities including potential donors, grants offered through fundraising projects, gifts, bequests, and relevant foundations and trusts.
- Maintain the highest levels of discretion, integrity and professionalism.
- Ensure financial and legal governance with regard to fundraising is clear and documented, and processes put in place to ensure compliance requirements are met.
- Devise and deliver engaging events including stewardship and fundraising events
- Maintain current and prospective records and relationship progress

Funding and grants

- Identify and secure grant and funding opportunities across government, trusts, and foundations.
- Prepare and submit funding applications, reports, and acquittals.
- Monitor deadlines, KPIs, and emerging opportunities aligned with Co3's strategy.

Reporting & Evaluation

- Maintain accurate records and oversee data reporting for funders and the Board.
- Manage compliance reporting, including audience statistics and annual outcomes.

Operational Support

- Support strategic fundraising planning and income tracking with the Executive Director.
- Contribute to systems and processes that improve fundraising and donor engagement.
- Represent Co3 at performances and events to connect with stakeholders.
- Ensure cost control throughout the organisation and provide reports as required.
- Support annual audits in collaboration with the Auditors and Financial Administrator.
- Coordinate the completion of Board papers, reports, and Sub-Committee minutes for Board meetings in consultation with Executive and Artistic Directors.



SELECTION CRITERIA

Required

- Five (5) years of arts management or equivalent relevant experience.
- A deep appreciation of the arts and its value in our lives.
- Strong organisational and project management skills with proven ability to prioritise a high workload and juggle competing demands.
- 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.
- Strong information technology skills including proficient use of MS Office suite.

Desired

- Experience preparing and managing funding applications and acquittals.
- Experience in developing successful relationships with philanthropic donors including soliciting gifts, supporting cultivation and stewardship.
- Knowledge of fundraising and/or work relations principles and guidelines, relevant legislation and ethical standards.
- Experience in data management, analytics and reporting

HOW TO APPLY

If you believe you're right for the role, please send your application by email to Executive Director Hilary McKenna recruitment@co3.org.au by **Sunday 12 October 2025** with "Application | BUSINESS & DEVELOPMENT 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.

For more information about Co3, visit www.co3.org.au or contact Executive Director, Hilary McKenna via recruitment@co3.org.au.

