

# POSITION DESCRIPTION

JULY 2024

**Role:** Head of Philanthropy  
**Department:** Development  
**Reports to:** Director of Development  
**Reports:** 3

## PURPOSE

*The Head of Philanthropy is responsible for devising and delivering a patrons program which aligns to the fundraising goals of the Sydney Symphony Orchestra and meets an agreed annual budget, with support from the Philanthropy Officer, Philanthropy Coordinator and Events Officer. Through the annual EOFY campaign and other specialised events throughout the year, the Head of Philanthropy solicits donations from existing and prospective donors, devises strategic and engaging methods of stewardship and helps deliver spectacular experiences for the Sydney Symphony donor family.*

*The Head of Philanthropy works closely with the Director of Development and the rest of the team to ensure that patrons stay connected and engaged with the work of our Sydney Symphony musicians in the community, particularly through our Music4Health program. Most importantly, the Head of Philanthropy promotes a culture of philanthropy across the organisation, putting the fun into fundraising, and showing care and kindness to colleagues as well as external stakeholders.*

## KEY RESPONSIBILITIES

- Meet budgeted monthly fundraising targets, soliciting new, increased and renewed gifts from a portfolio of Annual Fund and Major Gift Donors (>\$10k);
- Develop and execute the annual EOFY campaign, including liaising with the Director of Marketing, Marketing team and Outbound sales team;
- Drive donor engagement and uplift through strategic invitations, special events and regular interaction at concerts with support from the Philanthropy team and wider Development team;
- Work with the Events Officer and Director of Development to create and deliver a strategic event plan which services donors of all levels and includes new fundraising opportunities across the concert season;
- Engage and cultivate a community of donors who are interested in supporting Music4Health activities;
- Support the Philanthropy Officer in the stewardship of the Bequest Society members, developing a strategy to promote and cultivate planned giving for the future;
- Undertake face-to-face donor meetings whenever possible to help identify and build a prospect pipeline for increased and/or major gifts;
- Build and encourage a culture of philanthropy across the Organisation in collaboration with the CEO, Director of Development and Senior Executive;
- Clearly articulate the benefits of patronage to donors and prospects;
- Manage and support direct reports in such a way that they feel empowered to do their jobs;
- Contribute positively to the culture and wellbeing of the overall organisation and act as an ambassador for our values of Integrity, Connection and Joy;
- Attend concerts, events and other duties as required.

## QUALIFICATIONS & EXPERIENCE





- 5+ years of experience in Fundraising

- Highly skilled and experienced in CRM database work (Tessitura preferred)
- High level people relationship skills
- Capacity to prioritise and delegate tasks under tight time constraints
- High level of initiative, strong organisational and negotiation skills
- Excellent communication and presentation skills
- Relevant tertiary qualifications
- Knowledge and passion for performing arts

## DEVELOPMENT

- Continue professional development with a focus on current international fundraising best practice
- Develop influencing skills
- Develop leadership skills

## CAPABILITIES

Capability Group	Capability Name	Level
	<b>Display Resilience and Courage</b>	<b>Advanced</b>
	<b>Act with Integrity</b>	<b>Adept</b>
	Manage Self	Advanced
	Value Diversity	Adept
	<b>Communicate Effectively</b>	<b>Advanced</b>
	<b>Commit to Customer Service</b>	<b>Adept</b>
	Work Collaboratively	Adept
	<b>Influence and Negotiate</b>	<b>Adept</b>
	<b>Deliver Results</b>	<b>Adept</b>
	Plan and Prioritise	Advanced
	<b>Think and Solve Problems</b>	<b>Advanced</b>
	Demonstrate Accountability	Adept
	Finance	Intermediate
	Technology	Adept
	Procurement and Contract Management	Intermediate
	<b>Project Management</b>	<b>Adept</b>
	<b>Manage and Develop People</b>	<b>Adept</b>
	Inspire Direction and Purpose	Intermediate
	Optimise Business Outcomes	Adept
	Manage Reform and Change	Adept

Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Act with Integrity	Adept	<ul style="list-style-type: none"> <li>• Represent the organisation in an honest, ethical and professional way and encourage others to do so</li> <li>• Demonstrate professionalism to support a culture of integrity within the team/unit</li> <li>• Set an example for others to follow and identify and explain ethical issues</li> <li>• Ensure that others understand the legislation and policy framework within which they operate</li> <li>• Act to prevent and report misconduct, illegal and inappropriate behaviour</li> </ul>
<b>Relationships</b> Communicate Effectively	Advanced	<ul style="list-style-type: none"> <li>• Present with credibility, engage varied audiences and test levels of understanding</li> <li>• Translate technical and complex information concisely for diverse audiences</li> <li>• Create opportunities for others to contribute to discussion and debate</li> <li>• Actively listen and encourage others to contribute inputs</li> <li>• Adjust style and approach to optimise outcomes</li> <li>• Write fluently and persuasively in a range of styles and formats</li> </ul>
<b>Relationships</b> Influence and Negotiate	Adept	<ul style="list-style-type: none"> <li>• Negotiate from an informed and credible position</li> <li>• Lead and facilitate productive discussions with staff and stakeholders</li> <li>• Encourage others to talk, share and debate ideas to achieve a consensus</li> <li>• Recognise and explain the need for compromise</li> <li>• Influence others with a fair and considered approach and sound arguments</li> <li>• Show sensitivity and understanding in resolving conflicts and differences</li> <li>• Manage challenging relations with internal and external stakeholders</li> <li>• Pre-empt and minimise conflict</li> </ul>
<b>Results</b> Deliver Results	Adept	<ul style="list-style-type: none"> <li>• Take responsibility for delivering on intended outcomes</li> <li>• Make sure team/unit staff understand expected goals and acknowledge success</li> <li>• Identify resource needs and ensure goals are achieved within budget and deadlines</li> <li>• Identify changed priorities and ensure allocation of resources meets new business needs</li> <li>• Ensure financial implications of changed priorities are explicit and budgeted for</li> </ul>

Group and Capability	Level	Behavioural Indicators
<b>Results</b> Think and Solve Problems	Advanced	<ul style="list-style-type: none"> <li>Use own expertise and seek others' expertise to achieve work outcomes</li> <li>Research and analyse information, identify interrelationships and make recommendations based on relevant evidence</li> <li>Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of options</li> <li>Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness</li> <li>Identify and share business process improvements to enhance effectiveness</li> </ul>
<b>Business Enablers</b> Project Management	Adept	<ul style="list-style-type: none"> <li>Prepare clear project proposals and define scope and goals in measurable terms</li> <li>Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements</li> <li>Prepare accurate estimates of costs and resources required for more complex projects</li> <li>Communicate the project strategy and its expected benefits to others</li> <li>Monitor the completion of project milestones against goals and initiate amendments where necessary</li> <li>Evaluate progress and identify improvements to inform future projects</li> </ul>
<b>People Management</b> Manage and Develop People	Adept	<ul style="list-style-type: none"> <li>Define and clearly communicate roles and responsibilities to achieve team/unit outcomes</li> <li>Negotiate clear performance standards and monitor progress</li> <li>Develop team/unit plans that take into account team capability, strengths and opportunities for development</li> <li>Provide regular constructive feedback to build on strengths and achieve results</li> <li>Address and resolve team and individual performance issues, including unsatisfactory performance in a timely and effective way</li> <li>Monitor and report on performance of team in line with established performance development frameworks</li> </ul>