

## Position Description

<b>Job Title</b>	Philanthropy Associate
<b>Role Status</b>	Part Time (22.5 hours per week)
<b>Location</b>	Gondwana Sydney Office

<b>Date</b>	February 2024
<b>Reports to</b>	Executive Director

### 1. About the Position

Gondwana Choirs, Australia's leading choral training and performance organisation for young people, is looking to welcome a dynamic new team member to the integral position of Philanthropy Associate.

Working closely with the Executive Director, Associate Artistic Director and the Development Associate, the Philanthropy Associate plays a crucial role in supporting the organisation's efforts to secure the financial resources necessary to fulfill its mission.

### 2. Mission, Purpose & Values

**Our Vision** To be the voice of Australia

**Our Purpose** To shape the Australian sound through the creation and presentation of exceptional work for young people, giving voice to contemporary Australia in all its diversity. As the premiere home for the nation's young singers, Gondwana choirs occupies a unique space in the Australian arts ecology.

**Our Values**

INNOVATION & CREATIVITY – At the core of Gondwana. A never-ceasing hunger to reinterpret, reinvigorate and redefine.

COLLABORATION – Our collaborations allow us to take the art form to new places. They magnify the impact of what we do.

RESPECT – for all; from the five-year-old chorister through to the revered elder and the celebrated conductor. We don't operate without it.

INCLUSION – Opportunities, not barriers, are woven through the fabric Gondwana. The greater the diversity in the music and in the performers, the more we reflect Australia.

### 3. Working Relationships

**Reports to** Executive Director

**Direct Working Relationships**

- Artistic Director
- Associate Artistic Director
- Development Associate
- Choir and Program Managers

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- Gondwana Board
  - Government funders
  - Trusts and Foundations
  - Prospective and Current Partners
  - Industry peers
  - Other internal stakeholders as required
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#### 4. Major Responsibility Areas

- Strategy & Financial Management
  - End-to-End Donor Relationship Management
  - Events Coordination
  - Communication
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#### 5. Key Result Areas

##### **Strategy & Financial Management**

- In consultation with the Executive Director and Finance Manager, contribute to the setting of fundraising targets;
- Contribute to the development and implementation of fundraising strategies to achieve revenue targets and sustain organisational growth;
- Conduct financial analysis and reporting to assess the effectiveness of fundraising initiatives and inform strategic decision-making;
- Work collaboratively with the Development Associate and across the organisation create an integrated operational plan to achieve agreed targets;
- Attend board and committee meetings as required to report on strategy, current results and projections and strategies for achieving goals, across all areas of fundraising responsibilities; and
- Support the active involvement of the board in raising funds for the company.

##### **End-to-End Donor Relationship Management**

- Cultivate and steward relationships with donors throughout the donor lifecycle, from identification and cultivation to solicitation and stewardship;
  - Develop personalized communication plans to engage donors and enhance their connection to the organization's mission and impact;
  - Work closely with and support 'donation askers' with the organisation including the Executive Director, Artistic Director and Board members; and
  - Ensure timely acknowledgment of donations, prepare donor correspondence including receipts, and provide regular updates on the impact of their support.
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<b>Events Coordination</b>	<ul style="list-style-type: none"> <li>• Plan, organize, and execute fundraising events, including donor receptions, concerts, and galas, from conception to completion.</li> <li>• Coordinate event logistics, including venue selection, vendor management, budgeting, and on-site coordination.</li> <li>• Work closely with the development team, artistic staff, and external partners to ensure events are aligned with organizational goals and effectively promote donor engagement.</li> </ul>
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<b>Communication</b>	<ul style="list-style-type: none"> <li>• Serve as a primary point of contact for donor inquiries, providing excellent customer service and timely responses to donor requests;</li> <li>• Collaborate with the Marketing Coordinator to develop compelling fundraising materials, including appeals, newsletters, and impact reports, to effectively communicate with donors and stakeholders;</li> <li>• Utilize the CRM to maintain accurate donor records, track interactions, and generate reports to inform communication strategies and donor engagement efforts; and</li> <li>• Manage the secure donation portal, ensuring compliance.</li> </ul>
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## 6. Criteria

<b>Essential</b>	<ul style="list-style-type: none"> <li>• Experience (at least two years) in a similar role</li> <li>• A track record of demonstrable success in increasing revenue</li> <li>• A proven ability to think strategically and creatively</li> <li>• Strong planning, forecasting, financial and time management skills</li> <li>• Excellent copy and grant writing skills</li> <li>• A wide and up to date knowledge of the development and trends in partnerships, trusts and foundations and government</li> <li>• An understanding of fundraising in the Australian arts environment</li> <li>• Experience in using a Customer Relationship Management (CRM) system or the ability to learn</li> <li>• Ability to work autonomously and with initiative whilst forming an integral part of a team</li> <li>• Excellent written and spoken English</li> <li>• A NSW Working With Children Check or ability to gain one</li> </ul>
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<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Interest in/appreciation of choral music</li> </ul>
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<b>Personal Characteristics</b>	<ul style="list-style-type: none"> <li>• Calm, friendly and professional demeanour</li> <li>• Proven ability to prioritise a high workload and juggle competing demands, with excellent attention to detail</li> <li>• Highly developed communication and interpersonal skill with the ability to act as a polished and compelling representative of Gondwana Choirs</li> </ul>
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- Professional confidence, maturity and sound judgment, combined with a naturally collaborative and consultative style, and an ability to strike an appropriate balance between the two;
  - Excellent administrative skills; experience in meeting deadlines and working within time constraints, whilst maintaining a high level of attention to detail.
  - A naturally curious and creative approach, especially in relation to solving problems and embracing new ideas
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## 7. How to apply

Please email a covering letter and up to date resume with the subject line of **Philanthropy Associate Application – YOUR NAME** to:

[info@gondwana.org.au](mailto:info@gondwana.org.au)

Only shortlisted candidates will be contracted.

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