

Sydney Film Festival

Philanthropy Coordinator

Overview of the Position

The Philanthropy Coordinator will work within the Sydney Film Festival (SFF) Development Team and will be responsible for assisting the Philanthropy Manager in the delivery and growth of the SFF philanthropic program. The role will also support the other members of the Development Team where required to deliver on corporate partnership activities.

The particular responsibilities of the role include:

Donation management and receipting, donor communications, donor and foundation prospect research, grant writing, produce high-quality executive briefings and manage delivery of donor events to an exceptionally high standard and to budget.

Key Accountabilities and Duties

In collaboration with the Philanthropy Manager and Head of Development, this role will:

Donor Management

- Process donations e.g. receipting, thank you letters
- Under direction of the Philanthropy Manager, deliver patron program benefits
- Under direction from the Philanthropy Manager - train ticketing staff and volunteers to illicit donations with subscription sales, ticket sales and at the Festival

Events

- Arrange timely design, printing and posting/emailing of invitations to a strict event schedule
- Responsible for successful event delivery including: producing detailed event run sheets, arranging catering, liaising with venues
- Manage rsvp's, reminders and attendance lists
- Produce detailed event briefs for the Board and Senior Managers

Trusts & Foundations

- Identify and research potential funders
- Write grant applications and manage acquittals

Communications

- In consultation with colleagues, create and implement a communications strategy for philanthropy stakeholders (corporate and individual) - write content, create new or contribute to existing distribution channels, prepare design briefs
- Provide support for bequests communication needs

Data, reporting and research

- Work with the Philanthropy Manager on regular donor reporting and donation analysis
- Maintain accurate and detailed records of donation income against annual targets
- Conduct prospect research on potential individual supporters

- Maintain detailed and up-to-date biographies and photos of patrons and known prospects
- Provide support as required for sponsorship wrap reports

Intern Management

- Manage interns in consultation with the Development and Philanthropy Managers

Qualifications & Critical Competencies

Competency	Description
<p>Selection Criteria</p>	<ul style="list-style-type: none"> • Experience in fundraising/donor relations, preferably within the arts or entertainment industry; • Excellent oral and written communication skills; with a proven track record of producing compelling written materials • Event management experience • Organised and confident, with good interpersonal skills and able to deal with people at all levels of seniority; • High standard of attention to detail and follow-through; • Ability to work efficiently and calmly under pressure in a busy festival environment; • Ability to work as part of a team; • Relevant tertiary qualifications in arts management/business/marketing/communications or equivalent are an advantage; • Good computer skills and proficiency in the use of a range of standard applications including Outlook, Word, Excel and Power Point. Desirable applications include experience with database management and use and mailchimp or similar • Flexible attitude to working hours.
<p>SFF Core Competencies</p>	<ul style="list-style-type: none"> • Team Focus: Is committed and skilled at working with and assisting others to achieve positive outcomes • Flexible: Demonstrates a willingness to take on new challenges roles and responsibilities and adapt positively to changing working conditions and priorities • Self-Starting: Highly motivated to achieve, shows initiative and acts proactively to deliver excellent results without directive supervision • Interpersonal: Skilled at building rapport, understanding others needs and developing effective working relationships