

SYDNEY FILM FESTIVAL

Position Description – Philanthropy Executive

Organisational Overview

The Sydney Film Festival (SFF) is one of the longest running events of its kind in the world. Each year the festival brings the best new local and international films to audiences in Sydney. As well as premiere features from over forty countries, SFF screens short films, Australian films, documentaries and archive titles. The festival hosts a number of awards to recognise excellence in filmmaking, including the Official Competition, Dendy Awards for Australian Short Films and a Documentary Prize (all of which are Academy Award eligible). Additional annual awards are presented including: the Sustainable Future Award, the Deutsche Bank Fellowship for First Nations Film Creatives and the Sydney UNESCO City of Film Award.

SFF, which turns 70 in 2023, occurs over 12 days in June at eleven locations across Sydney.

SFF also runs the Travelling Film Festival, taking mini-festivals to 22 venues across regional NSW, Queensland and the Northern Territory.

SFF is an inclusive workplace and encourages applicants of all abilities and backgrounds. Applicants from Aboriginal and Torres Strait Islander background are especially encouraged to apply.

About the Role

SFF is run by a small, passionate team. Since the launch of a philanthropy program in July 2014, SFF has an increasing cohort of patrons and has built a broader philanthropic program to support a donor pipeline for the Festival's future endeavours and financial security. Reporting to the Head of Philanthropy and Partnerships, the Philanthropy Executive is responsible for delivering an annual program of communications, campaign, engagement and events to introduce new donors to the Festival and build and strengthen existing donor relationships. The role provides an opportunity for a hard-working and dedicated person with experience and knowledge of the philanthropic sector and a passion for business development and the cultural sector, to develop their skills and experience within a small, hard-working and supportive team.

Overview of the Position

The Philanthropy Executive will join a small team of 3 permanent and one seasonal employees working across both philanthropy and partnerships, to generate a substantial portion of the Festival income required each year. The Philanthropy Executive role with a particular focus on donors and fundraising, will also support the other members of the team where required for corporate partnership activities.

The particular responsibilities of the role include:

Relationship building, donation management and CRM use, receipting and communications, donor and foundation prospect research and outreach, grant writing, provision of high-quality executive briefings and management and delivery of donor events to an exceptionally high standard and to budget.

Key Accountabilities and Duties

In collaboration with the Head of Philanthropy and Partnerships, this role will be involved in the following areas:

Donor Management

- process donations, manage timely preparation and delivery of donation receipts and thank you letters
- deliver patron program benefits
- training of ticketing staff and volunteers to illicit donations with subscription sales, ticket sales and at the Festival
- cultivate successful and lasting donor relationships

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Events

In consultation with the Head of Philanthropy and Partnerships, and with support of the Philanthropy and Partnerships Coordinator during the peak Festival season:

- arrange timely design, printing and posting/emailing of invitations to a strict event schedule
- successful event delivery including; producing detailed event run sheets, arranging catering, liaising with venues
- manage RSVPs, reminders and attendance lists
- produce detailed event briefs for the Board and Senior Managers
- assist with introductions and facilitate new connections to strengthen donor engagement and retention

Government Bodies, Cultural Institutions, Trusts & Foundations

- identify and research potential funders
- manage, prepare and collate grant applications and acquittals

Communications

In consultation with the Head of Philanthropy and Partnerships:

- implement the annual communications strategy for philanthropy stakeholders (corporate and individual) - write content, create new or contribute to existing distribution channels, prepare design briefs
- ensure preparation and timely delivery of all donor and festival-related collateral
- provide support for bequests communication needs

Data, reporting and research

In consultation with the Head of Philanthropy and Partnerships:

- collect data and donation analysis for regular reporting
- 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

In consultation with the Head of Philanthropy and Partnerships:

- manage interns' schedule and oversee their work

Qualifications & Critical Competencies

| Competency | Description |
|---------------------------|---|
| Selection Criteria | <ul style="list-style-type: none">• Demonstrated experience (5 years+) 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; |

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| Competency | Description |
|------------------------------|---|
| | <ul style="list-style-type: none">• 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.• Proficiency with database, CRM use. Salesforce experience an advantage. |
| SFF Core Competencies | <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 direct supervision• Interpersonal: Skilled at building rapport, understanding others needs and developing effective working relationships |

Remuneration: \$80,000 per annum + superannuation

Application Deadline: Friday 28 August, 2022

How to apply:

Carefully review the information in the Position Description.

Email the following information to the Head of Philanthropy and Partnerships, Georgia Shepherd by the due date:

1. A covering letter which addresses:
 - a. your experience in relation to the selection criteria
 - b. your aspirations within the cultural sector
 - c. why you would be interested in this position
2. Your current CV

Email address for applications: georgia.shepherd@sff.org.au
