

SYDNEY FILM FESTIVAL

POSITION DESCRIPTION

Position Title	Head of Philanthropy and Partnerships
Reporting to	CEO
Reports	Partnerships Manager, Philanthropy Executive and Philanthropy and Partnerships Coordinator (.5).
Hours of Work	5 days per week, Monday to Friday, 9am – 5pm with an understanding that Festival work will require some out of hours work which is considered for in the remuneration. This role is based in The Rocks, Sydney.
Remuneration	Remuneration based on experience +the Superannuation Guarantee (currently 10.5%)

The Sydney Film Festival (SFF) is one of the longest running events of its kind in the world.

The annual June Festival brings the best new films from Australia and around the world to audiences in Sydney. As well as 250+ features, shorts, retros, and documentaries from over 50 countries across 350+ sessions at around eight Sydney-wide venues across 12 days. The Festival is celebrating its 70th Festival in 2023 between 7 – 18 June.

The Festival hosts several awards to recognise excellence in filmmaking, including the Official Competition, Documentary Australia Foundation Award for Australian Documentary, and Dendy Awards for Australian Short Films (which are Academy Award eligible) incorporating fiction, animation, and screenplay categories.

SFF also presents the Travelling Film Festival, taking mini festivals to 19 venues across regional NSW, the Northern Territory and regional Queensland. SFF receives funding from federal, state, and local government, corporate sponsorship, and philanthropic donations.

OVERVIEW OF THE POSITION

Reporting to the CEO, the Head of Philanthropy & Partnerships plays a key leadership role at SFF to develop the internal framework and culture necessary to support highly effective and mission-aligned fundraising. This will involve collaboration with CEO, Programming, Marketing, Finance, Operations and Events colleagues. This position is responsible for building and oversight of all philanthropy and partnerships, this arm of SFF has been successfully built year-upon-year in the last decade and SFF has a vision for the future to increase these revenue streams and is looking for an energetic, ambitious, highly well-organized self-starter, with experience in relationship building across high end donors,

partnerships, and government relations. This position oversees all the activities associated with this area, including internal and external relationship management, prospecting, cultivation, retention of donors, sponsors, government partners, marketing and communications, strategy and planning, budgeting, events and hospitality, and, reporting and research. This position currently has 2.5 direct reports – Partnerships Manager, Philanthropy Executive and Philanthropy and Partnerships Coordinator (.5).

The key tasks and responsibilities of the Head of Philanthropy and Partnerships are:

INTERNAL RELATIONSHIP MANAGEMENT

- Work closely with the CEO and SFF Board to cultivate and strengthen key donor and corporate relationships
- Work closely with SFF Heads of Department to manage the Development Team's deliverables and ensure SFF meets all sponsor contract requirements and delivers appropriate donor acknowledgements and engagement opportunities
- Work closely with relevant departments to complete Government Grant Applications and Acquittals
- Work closely with the Festival Director and Programming and Guest Teams to deliver high-end, bespoke artist and creative interactions for donors and sponsors
- Manage the Development Team workload and output to a very high standard
- Oversight with Marketing of the revitalised SFF Living Archive project launched in 2023

EXTERNAL RELATIONSHIP MANAGEMENT

- Personally manage major donor (\$10K-\$50K+) and 'distinguished' and 'major' sponsor relationships
- Oversee all corporate contract negotiations
- Maintain relationships with existing partners, and where appropriate, identify opportunities for growth
- Identify donor/foundation/partner prospects and plan and oversee appropriate cultivation programs for each
- Oversee the development and delivery of the Patron Program
- Maintain close relationships with existing donors

NEW BUSINESS

- Create and maintain a wide range of relationships at the highest level within corporate organisations, industry, and philanthropic supporters in pursuit of new development opportunities to support projects and initiatives that will deliver on SFF's mission and amplify its organisational values.
- Produce creative and sophisticated sponsorship and donor proposals and reports
- Identify, research, and pursue sponsorship and philanthropic opportunities for the Travelling Film Festival including partnerships that provide budget relief for travel and accommodation, or facilitation of TFF produced content to the benefit of regional audiences.
- Work with SFF Board Members to identify new donor prospects

- Oversee all donation campaigns to facilitate the continued growth of the general donor base for SFF and TFF

STRATEGY & PLANNING

In consultation with the CEO:

- Prepare and execute the Sponsorship Strategy
- Prepare and execute the Philanthropy Strategy
- Contribute to Business Planning
- Identify new and manage existing projects that contribute to the delivery of organisational goals
- Maintain close relationships with members of the Philanthropy Committee to assist with delivery of philanthropic goals.

BUDGET

- Manage the Philanthropy and Partnerships Budget

COMMUNICATIONS

- Oversee all fundraising campaigns from concept to delivery
- Work closely with the CEO, and Head of Marketing to maximise the potential of the new CRM to improve and refine SFF and TFF communications to the long-term benefit of stakeholder relations

EVENTS & HOSPITALITY

- Oversight of Philanthropy and Sponsor Events year round and throughout the Festival including stewardship of existing relationships and cultivation of new relationships for SFF.
- Manage Festival VIP protocols for marquee events in collaboration with Head of Operations

DATA, REPORTING AND RESEARCH

- Fulfill Board Reporting requirements both narrative and financial
- Collaborate closely with the Senior Management team on the successful implementation of Salesforce CRM project
- Oversee data entry systems and processes and contribute to SFF business rules and CRM implementation process

KEY SYSTEMS USE

- Salesforce
- Eventival
- Ferve
- Mailchimp
- Microsoft Office

In addition, the Head of Philanthropy and Partnerships may perform other duties as assigned and required by the CEO.

KEY SELECTION CRITERIA

Essential

- Demonstrated experience in building a philanthropy and partnerships programs (minimum 5 years)
- Proven senior management experience in this area and people management experience.
- High level leadership skills to effectively manage, motivate, and develop a high performing team.
- Ability to help establish effective internal culture for philanthropy and fundraising and a collaborative and communicative approach to working across departments.
- Has proven track record of developing and maintaining excellent donor relationships.
- High level relationship building, interpersonal, writing and presentation skills including proficiency in communicating in donor-centric language and able to develop and write high quality fundable proposals
- Complex budgeting and tracking management
- The ability to effectively manage time in a multiple task, high production environment with strict deadlines, and a fast-paced community environment.
- A flexible attitude to working hours.
- Excellent oral and written communications skills
- Excellent people manager, open to direction and collaborative work style and delegation
- Ability to look at situations from several points of view.
- Sense of humor

Desirable

- Previous experience working in a festival, arts, or cultural organisation.

CORE COMPETENCIES

- **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

To apply

Please send your CV and cover letter addressing the selection criteria and your suitability for the role to info@sff.org.au

Applications close – Monday, June 19. Early applications encouraged.

SFF is an inclusive workplace and encourages applicants of all abilities and backgrounds.