

# SHAUN PARKER & COMPANY

## POSITION DESCRIPTION: DEVELOPMENT MANAGER

POSITION	DEVELOPMENT MANAGER
Reporting To	Executive Producer
Salary	\$78,000 per annum pro rata (\$62,400 for 0.8 FTE) plus superannuation
Position Type	0.8 FTE
Contract Duration	Position will commence as soon as possible for an initial contract until December 31st 2017, with the view to renewal. A three month probation period will apply.
Entitlements & Special Conditions	Superannuation of 9.5%, standard work cover and annual leave conditions. Occasional out of hours work will be required.
Location	Shaun Parker & Co is a resident company of the Seymour Centre, where our office is based at City Road, Chippendale NSW 2008

### THE COMPANY

Shaun Parker & Company is an exhilarating and bold Sydney-based dance company led by Artistic Director and Choreographer Shaun Parker. The Company creates critically acclaimed contemporary dance productions, which are internationally renowned for their integration of stimulating choreographic forms, arresting musical scores, and theatrical invention. The Company also delivers an extensive range of authentic dance programs for young people.

The Company exists to create both epic and intimate new works that explore the concepts and experiences of humanity and human behaviour. Our vision is to deliver artistic experiences that expand social consciousness through the use of the universal language of contemporary dance. We are committed to making genuine connections with our audiences through producing relevant, contemporary work that investigates the experiences of modern society.

Prominent works in recent years include the large-scale MFI productions *AM I*, co-commissioned by Sydney, Adelaide and Melbourne Festivals and presented internationally in Germany, Sweden, Luxembourg and Malaysia. *Happy as Larry*, co-commissioned by Brisbane, Sydney, Perth and New Zealand International Arts Festivals, which then toured internationally to 37 cities in 9 countries and to 12 regional centres in Australia; and *This Show Is About People*, co-commissioned by Sydney and Melbourne Festivals. The Australian Dance Award winning youth dance work *The Yard*; dynamic outdoor dance works *Trolleys* and *Spill*, which both premiered at the London 2012 Cultural Olympiad; and most recently the interactive community participation project *TUT* commissioned by Art & About Sydney.

The Shaun Parker & Company team comprises 4 full time and part time staff working alongside contract artists, creative and production staff. Shaun Parker & Company is a not-for-profit company, and receives multi year funding from Arts NSW and the Australia Council.

### POSITION SUMMARY

This management role is responsible for leading the strategy, delivery and evaluation of all fundraising strategies, including individual and corporate donations, philanthropy, community funding and corporate partnerships. The Development Manager works to maximise income diversity and is responsible for maintaining current partners and finding new opportunities for partnership. The role reports to the Executive Producer, and works closely with the Artistic Director to support the company's vision.

### KEY DUTIES AND RESPONSIBILITIES

The Development Manager:

- Services existing donors and develops strategies to engage new donors.
- Secures philanthropic income from trusts and foundations. This includes researching opportunities, developing and maintaining close relationships with key staff and trustees.
- Plays an active role in the development of Shaun Parker & Company's strategic direction, particularly in relation to partnership opportunities and income diversification.
- Represents the company to key stakeholders within the arts and philanthropic sectors, including to current and potential donors, corporate partners, trusts and foundations.

### PRIVATE GIVING AND PHILANTHROPY

- Develop, deliver and evaluate Shaun Parker & Company's private giving and philanthropy strategies, in line with the organisation's strategic plan, to achieve agreed annual targets
- Cultivate and manage a portfolio of current and prospective donors and ensure a high level of donor stewardship

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## **PRIVATE GIVING AND PHILANTHROPY** *(continued from previous page)*

- Design and manage giving and fundraising campaigns and events, working closely with Management (Executive Producer and Artistic Director) to develop strategic approaches.
- Research, write and acquit philanthropic grant submissions, in collaboration with Management.

## **CORPORATE PARTNERSHIPS**

- Develop Shaun Parker & Company's corporate partnership strategy with the Management team
- Generate revenue and in-kind support by identifying and approaching potential corporate partners
- Manage all aspects of corporate partnerships - including contracts, servicing, evaluation and reporting

## **NETWORKS & RELATIONSHIPS**

- Proactively build and strengthen relationships with personnel from key trusts and foundations, corporate partners and individual donors
- Represent the company to key stakeholders as required, including through attendance at conferences and industry events, and through relationships with organisations including Creative Partnerships and Philanthropy Australia
- Work to engage all members of the Board in philanthropic activity and advocacy
- Consolidate and maintain the CRM to manage current and prospective donors, trusts and grants

## **ORGANISATION**

- Engage with and contribute to the organisation's vision and goals
- Contribute to the evolution of the organisation's broader branding strategy
- Take a proactive approach to developing organisation processes that relate to the key duties and responsibilities
- Participate in staff meetings, strategic planning and attend board meetings where required
- Fulfil all legal requirements related by fundraising activities and report to government bodies as required (ROCO and ACNC)
- Undertake other duties from time to time as directed by the Executive Producer or Artistic Director
- Uphold the company's OH&S policy by maintaining a safe working environment and procedures that comply with legislation
- Develop event-specific Risk Assessment Plans as required and monitor performance against those plans

## **SELECTION CRITERIA**

- A proven track record in developing and managing successful fundraising campaigns and donor programs, and achieving financial targets
- Demonstrated experience securing and managing grants from philanthropic trusts and foundations and/or from government funding avenues
- Excellent written and verbal communication skills, strong financial literacy and meticulous attention to detail
- Knowledge of Australian cultural and philanthropic contexts and networks
- High level internal and external relationship management and interpersonal skills
- Ability to work autonomously and within a small team while managing a dynamic workload
- Strong digital skills, including in Microsoft Office, CRM software and social media channels
- Maturity of judgement, resilience and ability to work effectively under pressure
- Driver's license preferred

Aboriginal and Torres Strait Islander people and people from culturally diverse backgrounds are encouraged to apply.

## **TO APPLY**

Please send a cover letter addressing each selection criteria and a current CV (as a single PDF document of no more than five pages) to Executive Producer Katherine Fyffe at [kath@shaunparkercompany.com](mailto:kath@shaunparkercompany.com) by 5pm on **Friday 24th March**, with the subject line "Development Manager application". Please include the contact details of at least two professional referees. Interviews will be held on in the week of 3rd April with the role commencing as soon as possible. Enquiries about the role can be directed to Executive Producer Kath Fyffe on 0414 357 557 or [kath@shaunparkercompany.com](mailto:kath@shaunparkercompany.com).