



## **Position Description Development Coordinator**

### **Company Profile**

Bangarra is an Aboriginal & Torres Strait Islander organisation and one of **Australia's leading performing arts companies**, widely acclaimed nationally and around the world for its powerful dancing, distinctive theatrical voice and utterly unique soundscapes, music and design.

### **Position Description**

The overriding purpose of the Development Coordinator is to:

1. Facilitate the increase of both the total amount of philanthropic donations and the number of philanthropists who donate to Bangarra Dance Theatre, and
2. Develop strong relationships with donors to ensure high renewal rates, ongoing partnerships and ultimately an increase in contributions to the company.

The Development Coordinator plays a vital role within the Development Department as the administrative backbone of the team. The role interacts with performers and has a collaborative relationship with the Marketing, Production and wider administrative teams.

The Development Coordinator reports to the Development Director and works closely with the Development Manager. The Development Coordinator also has a strong relationship with the Customer Experience and Insights Manager, who sits within the Marketing team.

### **Roles and responsibilities:**

1. Liaising with sponsors and delivering sponsor benefits (including all sponsor logo approvals) as per the relevant sponsorship agreement.
2. Organising, attending and hosting donor events, including opening night functions, while building meaningful and long-lasting relationships with donors.
3. Managing the day-to-day maintenance of relationships with donors and contributors.
4. Supporting the administration of annual fundraising campaigns, including:
  - 4.1. Implementing campaign strategies (in consultation with the Development Manager);
  - 4.2. processing donations; and
  - 4.3. acknowledging and receipting donors promptly.
  - 4.4. campaign reporting

5. Managing all donor communications including:
  - 5.1. The distribution of monthly e-newsletters (developed by the Development Manager)
  - 5.2. the Development pages on the Bangarra website;
  - 5.3. the Annual Report; and
  - 5.4. sponsor and patrons page of the national season program.
6. Ensuring year-on-year retention of annual donors through the implementation of a strong renewal strategy
7. Managing and coordinating stewardship efforts for annual givers.
8. Segmenting and manipulating donor data in Tessitura
9. Managing development calendars, including all patron related communications, invites and reporting requirements.
10. Representing Bangarra at meetings, functions and events.
11. Assisting with the management of additional philanthropic and administrative tasks – including the processing of pledges and bequests – both during fundraising events and day-to-day operations.
12. Maximising the usage and efficiency of pivotal programs such as Tessitura, Erube, Wordfly, Google Analytics and Xero.
13. Managing a calendar of deadlines for Trusts and Foundations (both for applications, invoicing deadlines and reporting requirements)
14. Managing ACNC online data updates
15. Any other tasks as reasonably requested by the Director of Development or Development Manager

### **Skills and Expertise**

1. Relevant tertiary qualifications in arts administration, event management, marketing or business
2. 2-4 years of administrative, events, customer service, marketing or fundraising experience
3. Experience using databases, and an affinity for following processes
4. Excellent verbal communication and interpersonal skills, including the ability to negotiate, be persuasive, develop trust and maintain effective relationships
5. Excellent writing skills

6. Strong relationship, networking and communication skills – a team player with the ability to work independently
7. Excellent time-management, planning and organisational skills with ability to multi-task
8. Ability to take a practical, pragmatic and “hands-on” approach
9. Flexibility to work out of hours and for extended hours during peak periods
10. Superior attention to detail while demonstrating creative flair and good judgment
11. An interest in the arts and/or Aboriginal and Torres Strait Islander cultures.

Bangarra Dance Theatre considers that being Aboriginal and/or Torres Strait Islander is a genuine occupational qualification under s14 of the Anti-Discrimination Act 1977 (NSW).