Development & Partnerships Manager

REPORTS TO	DIRECT REPORTS	EMPLOYMENT STATUS	LOCATION
Executive Director & Co-CEO (Business Lead)	Marketing & Development Assistant (shared)	Part-time (0.8 FTE)	La Boite Theatre, Brisbane

Position purpose

The Development & Partnerships Manager leads philanthropy, sponsorship, government grants and strategic partnerships, growing and diversifying contributed revenue while ensuring supporters and obligations are professionally managed.

Key accountabilities

1. Fundraising and philanthropy

- Develop fundraising plans, targets and a clearly qualified active prospect list.
- Create cases for support, appeals, proposals and cultivation activity.
- Coordinate donor approaches and supporter relationship-building with the Co-CEOs, Board and artists.
- Maintain accurate donor records, forecasts and performance reporting.
- Retain and deepen relationships with existing supporters.

2. Sponsorship and partnerships

- Build a pipeline of aligned corporate and strategic partners.
- Develop tailored proposals and negotiate arrangements within approved parameters.
- Manage partner relationships, agreements, benefits and renewal opportunities.
- Coordinate internal delivery of commitments and recognition.
- Evaluate partnership value and performance.

3. Government grants and funding

- Identify relevant government and institutional funding opportunities.
- Coordinate applications using accurate artistic, financial, audience and organisational information.
- Maintain calendars for applications, reporting and acquittals.
- Ensure funding commitments and obligations are understood and met.
- Support the Co-CEOs in government and funding relationships.

4. Planning, reporting and shared supervision

- Maintain pipelines, forecasts, revenue reporting, agreements and relationship records.
- Focus effort on opportunities most likely to deliver results.
- Brief internal teams and coordinate delivery of supporter commitments.
- Set priorities for the Marketing & Development Assistant with the Marketing Manager.
- Support the Co-CEOs and Board with relationship preparation and fundraising information.

Selection criteria

- Experience securing income through philanthropy, sponsorship, grants, partnerships or related development activity.
- Demonstrated ability to cultivate relationships and convert funding or partnership opportunities.
- Persuasive writing and presentation skills across proposals, applications and cases for support.
- Strong pipeline, agreement, deadline and reporting management.
- Commercial judgement and confidence engaging donors, partners, government and senior stakeholders.

Measures of success

- Contributed revenue targets are achieved and income sources diversify.
- The prospect pipeline is active, qualified and accurately reported.
- Supporters and partners are retained, stewarded and grown.
- Funding applications and obligations are delivered accurately and on time.
- The shared assistant resource is clearly prioritised and used effectively.