



# **JOB PACK**

## **HEAD OF PHILANTHROPY**

JULY 2024

**THE WHOLE WORLD ON SHOW**

### **ACKNOWLEDGEMENT TO COUNTRY**

At La Boite, we acknowledge the country on which we work and the traditional custodians of this land – the Turrbal and Jagera people. We pay our respects to their Elders past and present. We honour the Aboriginal and Torres Strait Islander people whose lands, winds and waters we all now share and their ancient and enduring cultures. This country was the home of storytelling long before La Boite existed, and we are privileged and grateful to share our stories here today.



## **ABOUT LA BOITE THEATRE | THE WHOLE WORLD ON SHOW**

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La Boite is an iconic Australian theatre company and one of Queensland's most revered producing houses. As Australia's oldest continuously running theatre company, La Boite has been creating inspiring, innovative, and adventurous theatre for nearly 100 years.

La Boite has a proud reputation for developing artists and audiences – with the aim to push the boundaries of theatre and create a pathway for local and national artists to mainstream stages in Brisbane and beyond. La Boite plays a crucial role in the local, state, and national arts sector as an incubator and producer of new work.

La Boite understands that the stories, ideas and voices of our city and country are many and varied and as such seeks to represent and engage in this rich diversity of form, ideas, ethnicity, gender, and identity.

La Boite is committed to building workplace diversity, access, and inclusion. Diversity is central to innovation, and access and inclusion are key to unlocking its potential. La Boite's diversity will be reflected in its programs and storytelling, as well as in its workforce, audiences, artists, and partnerships. La Boite supports all people, including from First Nations people, people who are disabled and/or d/Deaf and/or neurodivergent, people from diverse cultural and linguistic backgrounds, and lesbian, gay bisexual, transgender, and intersex (LGBTQIA2+) people.

### **VISION**

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Another century of changing our world, one story at a time.

### **PURPOSE**

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To create powerful connections between artists and audiences through stories that entertain, move, empower, surprise, and transfix.

### **WE VALUE**

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**RELATIONSHIPS** La Boite is people-centred, embedding a mindset of thoughtful risk-taking, creativity and innovation while being responsive to our partners' shared strengths and aspirations, and enhancing audience expectations.

**RESILIENCE** Through a passionate dedication to diversity, La Boite will thrive with considered, confident and connected strategies that strengthen the company.

**REPUTATION** La Boite will continue to grow and strive for greater profile, cementing its role as a vital cultural hub in Brisbane, Queensland and Australia while also distinguishing itself globally as a passionate and necessary storytelling institution.

**SUSTAINABILITY** La Boite will strengthen its sustainability and independence through commercial growth, enabling increased artistic and audience development.

## OVERVIEW

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Type: Full Time  
Hours: 30.4 hrs p/week (9am to 5.30pm)

The requirements of this position include a degree of flexibility as you will be expected to work on events that may fall outside of usual hours or for additional hours to meet our changing business needs and the demands of your role.

Reporting to: Artistic Director/ CEO, and Head of Business

Pay: To be discussed

Conditions: Qualifications / licenses required prior to commencing:  
Queensland Blue Card – Working with Children

## GOAL

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Through the stewardship and growth of La Boite’s major gifts program, the Head of Philanthropy will support the development, sustainability, and impact of La Boite’s artistic program and strategic goals. The role's focus will include acquiring new major donors and bequests, developing retention strategies, impact reporting, and donor journey mapping. In essence, this role will enable La Boite’s donors to act on their values.

## RESPONSIBILITIES

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### Key Responsibilities

- *Donor Acquisition and Retention Strategy* – refreshing, growing, and maintaining La Boite’s Philanthropic and Fundraising strategies, with a strong focus on connecting donors with the development of new Australian Writing and Artists in Residence. This will include the development and activation of campaigns and formalising how we nurture these supporters;
- *Donations* - Identifying, and nurturing major gift prospects to grow the resources available across La Boite’s Artistic Program;
- *Stewardship* – Acting as a primary and ongoing point of contact for La Boite’s major donors – passionately advocating for the needs of communities whilst developing authentic relationships and providing timely, accurate and compliant information; and
- *Engagement* – Design and execute initiatives to enhance major donor satisfaction, loyalty, and impact reporting. Work with the Venue, Marketing and Production teams, to provide opportunities for prospects and current donors that provide insight into the world of developing artists and ushering new productions to the stage.

### Other Responsibilities

- Complying with La Boite’s Workplace Health and Safety Policy and actively promoting safety in the workplace;
- Complying with La Boite’s policies and procedures and with relevant legislation and regulations; and
- The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

## Working Relationships

This role reports directly to the CEO/ Artistic Director concerning Strategic Direction and to the Head of Business on a daily basis regarding Operational and Financial direction. The Head of Philanthropy will also work with other La Boite teams including the Marketing and Development Board Subcommittee, Marketing and Audience Development, Ticketing and Productions, to support and grow our “giving” database and developing/ enhancing our donor communications.

On a day-to-day basis, the role will liaise closely with La Boite’s current and prospective donors and stakeholders.

## **SELECTION CRITERIA**

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### Skills and Attributes

This role calls on dynamic and multi-faceted skills and experience. To thrive in the role, it will be essential for our Head of Philanthropy to be:

- Someone who acts with absolute integrity in all they do;
- Experienced in major donor solicitation and stewardship, with an understanding of, or interest in leading practice major gift and bequest campaign development and implementation;
- A natural storyteller - exceptional communication skills with a personable approach to engage and build authentic relationships. They will have confidence as a public presenter with excellent written and verbal communication skills, and high level of attention to detail;
- To have advanced literacy and numeracy skills, with advanced proficiency in the English language (both written and oral), and the ability to produce high quality executive reports in addition to a high level of computer skills (MS Office suite, database management);
- A team player who works for the greater good and impact of the whole organisation. An ability to work both independently and collaboratively, managing complex competing priorities and meet timelines in a fast-paced environment; and
- Agile – comfortable working in a small team across a range of tasks.

### Other

- Minimum five years’ experience in fundraising, a philanthropic foundation, or analogous role is desired;
- Candidates who are passionate about and have experience working in not-for-profit cultural institutions will be highly regarded;
- This role may require occasional travel to meet with donors and attend events; and
- Ability to work flexible hours, including evenings and weekends, as needed for fundraising events and activities.

### Culture

The La Boite team is small but mighty, extremely passionate, smart, driven and hardworking. This is an incredible opportunity to join a growing team at an exciting time of transformation and change as La Boite celebrates its 100<sup>th</sup> year next year and heads into its second century of operation. If you are passionate about using your major gift fundraising skills to make your mark on this phenomenal arts organisation, please apply.

## HOW TO APPLY

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Your application should include the following:

- A cover letter responding to the essential experience.
- A current resume, including contact details for two referees (these will not be contacted without your permission).

Please email your application by cob Thursday 15<sup>th</sup> August 2024 with *Head of Philanthropy* in the subject line to [jobs@laboite.com.au](mailto:jobs@laboite.com.au).

If you would like more information about the role, please email [jobs@laboite.com.au](mailto:jobs@laboite.com.au) or call the Head of Business, Ian Prowse, on 07 3007 8600.