



## POSITION DESCRIPTION

<b>Job Title</b>	Director of Development
<b>Company</b>	Opera Queensland
<b>Location</b>	South Bank, Brisbane
<b>Reports to:</b>	Executive Producer

### Primary Purpose of Role

The Director of Development has a primary focus on building the company's revenue streams and relationships. They do this by driving attraction, retention and expansion campaigns and activity amongst Opera Queensland's valuable stakeholders including private donors, partners, VIPs, corporate and government partners. Reporting to the Executive Producer and working closely with the Artistic Director & CEO and Senior Leadership Team, the role is responsible for implementing strategies to drive fundraising and alternative revenue opportunities.

The Director of Development will implement and subsequently evaluate agreed strategies through management of all the company's philanthropic, corporate partnership and business development activities.

### Values and Behaviours

<b>Creativity</b>	We create opportunities for artists, a space to play, experiment and be ambitious. We embrace difference, take risks, inspiring the community to explore and imagine new possibilities.
<b>Respect</b>	Our relationships are built upon listening, empathy, trust and inclusiveness. Integrity is central to everything we do. We are accountable, committed and fair.
<b>Collaboration</b>	Opera is a multifaceted art form, requiring a myriad of different skills. Working with our partners generates new ideas and opportunities, enabling all to achieve more than we could alone.
<b>Virtuosity</b>	We are focused, rigorous and questioning. We are committed to the highest standard of excellence in our art and our business
<b>Joy</b>	We delight in our work. Joy and happiness are a vital ingredient of what we do, create and give.

Key Responsibilities/Accountabilities	Performance Measures
<p><b>Individual Giving and Major Gifts</b></p> <ul style="list-style-type: none"> <li>• Maintain thorough understanding of the profile of current donors and their relationship to Opera Queensland.</li> <li>• Identify, plan and implement personalised stewardship plans for existing major donors in support of organisational priorities.</li> <li>• Identify new prospects, and work with the Executive and Senior Leadership Team to cultivate them.</li> <li>• Establish cultivation plans for all major benefactors and have oversight of the overall moves management process.</li> <li>• Be responsible for the day to day managing of donor renewals, donation tracking, reporting and forecasting.</li> <li>• Develop a broad annual fundraising campaign, monitor results and measure success against KPIs.</li> </ul>	<ul style="list-style-type: none"> <li>• Increase in revenue from major gifts year on year and in line with budget</li> <li>• Donor retention rates</li> <li>• Increase in revenue number of patrons and donors</li> </ul>
<p><b>Partnerships</b></p> <ul style="list-style-type: none"> <li>• Oversee the development and maintenance of current partnerships and relationships through effective account management and enhance Opera Queensland’s relationship with existing partners.</li> <li>• Research and prospect for potential partners and sponsors across the corporate, private and community sectors. Working collaboratively with the Executive team and other Directors, create mutually beneficial partnership proposals and assist with securing opportunities to meet with prospective partners.</li> <li>• Oversee the development of high quality partnership collateral, including specific sponsorship proposals, maintaining consistent brand guidelines and imagery.</li> <li>• Oversee the delivery of agreed benefits, and contractual requirements for partners.</li> <li>• Manage the communications and reporting process with partners during the proposal, sponsorship and renegotiation periods.</li> <li>• Provide regular reports on the work in progress and maintain accurate records of key contacts, proposals, feedback and sponsorships.</li> <li>• Undertake regular evaluation of the existing partnerships to ensure strategic outcomes are met, the partnership is mutually beneficial and the return on investment is appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>• Increase private sector support for Opera Queensland year on year and meet budgeted revenue</li> <li>• Increase the company’s revenue streams year on year</li> <li>• Increase in the number of attraction, retention and expansion campaigns and activity across stakeholders</li> </ul>

Key Responsibilities/Accountabilities	Performance Measures
<p><b>Grant Funding</b></p> <ul style="list-style-type: none"> <li>• Oversight of identification of potential new grant opportunities, including Trusts and Foundations and Government grants.</li> <li>• Work with the Directors, CFO, Executive Producer and CEO/Artistic Director to ensure delivery of high quality funding submissions.</li> <li>• Oversee the communications as required with the funder during the grant preparation and scoping process, and during the grant funding and acquittal periods.</li> <li>• Provide regular reports on the work in progress and maintain accurate records of key contacts, submissions, feedback and funding rounds.</li> </ul>	<ul style="list-style-type: none"> <li>• Grant funding success rate and revenue as per budget</li> <li>• Acquittals as per funding requirements and timeframes</li> </ul>
<p><b>Bequests</b></p> <ul style="list-style-type: none"> <li>• Assist with developing and managing a bequest program.</li> <li>• Establish a stewarding process for bequest program.</li> </ul>	<ul style="list-style-type: none"> <li>• Bequest program developed and implemented</li> <li>• Success rate of bequests and revenue from bequests</li> </ul>
<p><b>Events</b></p> <ul style="list-style-type: none"> <li>• Planning and oversight of suite of stakeholder engagement events, including Opening Night events.</li> <li>• Oversee patrons and sponsors' events at performances, in the rehearsal studio and other locations.</li> <li>• Oversee the Annual Fundraising Gala, including Gala Committee to help ensure the event meets its revenue expectations.</li> </ul>	<ul style="list-style-type: none"> <li>• Delivered within schedule of events, project plans and budget</li> <li>• Satisfaction rates/feedback from attendees</li> <li>• Repeat attendees and new attendees</li> </ul>
<p><b>Financial</b></p> <ul style="list-style-type: none"> <li>• Assist with the preparation of budgets for all development programs and activities and subsequent implementation.</li> </ul>	<ul style="list-style-type: none"> <li>• Programs are delivered within the approved budget</li> </ul>
<p><b>Administration and Reporting</b></p> <ul style="list-style-type: none"> <li>• Maintenance of data in the CRM</li> <li>• Board reporting as required</li> </ul>	<ul style="list-style-type: none"> <li>• CRM up-to-date</li> <li>• Board satisfaction</li> </ul>
<p><b>Compliance</b></p> <ul style="list-style-type: none"> <li>• Meeting fundraising, grants and donor requirements, including Deductible Gift Recipient (DGR) obligations</li> <li>• Privacy requirements met</li> </ul>	<ul style="list-style-type: none"> <li>• Fundraising targets met</li> <li>• No Privacy Act breaches</li> </ul>
<p><b>Work Health and Safety</b></p> <ul style="list-style-type: none"> <li>• Ensure all Development activities complies with relevant workplace health and safety requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Work with WHSA completion of risk assessments</li> </ul>

Key Responsibilities/Accountabilities	Performance Measures
<p><b>Travel and Outside Office Hours Work</b></p> <ul style="list-style-type: none"> <li>• Due to the nature of the organisation, it is a requirement of the position to attend and/or support events, productions, rehearsals and other business activities outside of normal office hours.</li> <li>• Due to the nature of the organisation and this position, it is a requirement of the position to attend and/or support events, productions, rehearsals and other business activities outside of Brisbane City, including regional Queensland.</li> </ul>	

Experience/Qualifications
<ul style="list-style-type: none"> <li>• Demonstrable experience in a development and/or fundraising leadership role, including success demonstrated across cultivation of private gifts, gift closing and stewardship.</li> <li>• Excellent interpersonal, customer service and communication skills with a mature and professional approach.</li> <li>• Good negotiation and persuasion skills with particular emphasis on dealing with people from various backgrounds and levels and the ability to listen and handle all situations with diplomacy.</li> <li>• Ability to think creatively to explore and research new opportunities to identify prospects.</li> <li>• Sound judgement and organisational capabilities and an ability to work with limited resources.</li> <li>• A high level of understanding to the use of data management, CRM systems and their relationship to customer retention, expansion and attraction.</li> <li>• Excellent time management skills, initiative and organisational abilities with a willingness to work outside of traditional business hours.</li> <li>• A proven ability to set priorities, meet deadlines, to be self-motivated and work autonomously in a dynamic environment, coupled with the ability to be an effective and co-operative member of a team.</li> <li>• Knowledge and interest in the Performing Arts will be valued.</li> <li>• Open Driver's Licence</li> <li>• Blue card – Working with Children Check.</li> </ul>

Direct Reports	
<ul style="list-style-type: none"> <li>• Partnerships Manager</li> <li>• Sponsorship and Events Coordinator</li> <li>• Development Officer – Administration and Events</li> </ul>	
Key Relationships	
<b>Internal</b>	<ul style="list-style-type: none"> <li>• Artistic Director &amp; CEO</li> <li>• CFO</li> <li>• Directors of Marketing, Production, Music, and Learning, Regional &amp; Community</li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>• Major donors, patrons, and corporate partners.</li> </ul>



<b>Role Description Approved By</b>	Executive Producer
<b>Date</b>	8 November 2023