

POSITION DESCRIPTION

POSITION TITLE	Fundraising and Partnerships Manager
REPORTS TO	Executive Director
KEY RELATIONSHIPS	Artistic Director, Marketing & Communications Manager, Producing team
CONTRACT PERIOD	Two year contract with opportunity for extension
STATUS	Part time – 24 hours per week with flexible working options

NORPA is one of Australia’s most exciting regionally based theatre companies.

NORPA (Northern Rivers Performing Arts) is based on Bundjalung Country. Our home is in Lismore, in the beautiful Northern Rivers. We take inspiration from the country and culture around us, and we take risks in bringing stories to life. Our theatre productions are original, site-specific, place based, relevant and contemporary.

As a key creative organisation for the Northern Rivers, we play a pivotal role in our local and regional creative community through the work we make and how we support the development of the artform and artists. We are recognised as a national leader in making theatre that directly responds to and speaks to the role of artists and art in our changing environment.

NORPA’s vision for its new home The Joinery is to it to support innovative theatre-making and provide a dynamic, creative space for the community to engage with story and performance. Over the next two to three years, NORPA will focus on embedding the Joinery into the cultural life of the Northern Rivers through the appropriate development of the building, our program and through innovative, relevant and head turning ways to engage with government, our community and audiences.

Position Overview

The Fundraising and Partnerships Manager works closely with the executive team, and the board to develop and implement fundraising and partnership plans that help NORPA achieve its vision through the growth of partnerships and income streams.

Your key areas of focus will be to successfully maintain existing relationships, and develop new business and creative partnerships, strategic alliances, donors and sponsors to further NORPA’s impact in the region and as a national leader in regional theatre making. A major focus will be the development and management of a significant capital campaign to secure the next stage of The Joinery construction project.

Key Responsibilities

Key Area and Objective	Core Deliverables
<p>Strategic Planning and Policy</p> <p>Develop and deliver NORPA’s partnership and development plans and policies, in line with the strategic plan 2025-2028, to express the vision and achieve NORPA’s key objectives.</p>	<ul style="list-style-type: none"> • Develop and implement a partnership and development policy and plans to support NORPA’s next phase and strategic plans. • Build and maintain knowledge of NFP-Business partnership trends, current CSR and social impact research and trends and general industry knowledge. • Draw on networks across the industry to deliver impactful alliance development, market research and analysis. • Develop and implement systems to effectively monitor partnership/donor/sponsor performance and facilitate KPI tracking and reporting. • Prepare progress reports for the board through the Executive Director.

Key Area and Objective	Core Deliverables
<p>Campaign development and delivery</p> <p>Plan and deliver effective partnership and development campaigns that achieve commercial, creative and financial objectives within effective timelines.</p>	<ul style="list-style-type: none"> • Maintain and leverage existing relationships to build a strong foundation for retention and growth. • Lead the development and implementation of The Joinery capital campaign. • Identify appropriate funding opportunities and manage delivery of applications. • Develop leads, solutions and conversion of new business partners, strategic alliances, sponsors and donors. • Develop a targeted pipeline of prospects and range of acquisition strategies across partnerships and donor support offerings. • Design and develop partnership and donor solutions, matching solutions to need and mapping requirements for delivery. • Negotiate and present compelling presentations and prepare strongly aligned proposals. • Maintain current valued sponsor, donor and partner relationships. • Work closely with marketing on the development and implementation of cross-promotional campaigns and events for partners and donors, ensuring brand guidelines are adhered to in donor and supporter communications.
<p>Relationship management and events</p> <p>Identify, plan and deliver donor, partner and sponsor events and stewardship in coordination with NORPA's business and creative priorities.</p>	<ul style="list-style-type: none"> • Work closely with the board and executive team to <ul style="list-style-type: none"> ○ strengthen engagement and relationships with existing stakeholders through demonstration of a healthy, creative, and respectful culture. ○ grow the relationship with potential partners through meaningful and consistent ongoing dialogue. ○ build networks among the regional community and within the wider sectors (such as tourism, hospitality, public service). • Identify and develop a calendar of key events and opportunities that could be leveraged to engage and immerse donors, partners and sponsors. • Create and manage partnership agreement documents and ensure arrangements and benefits are upheld, tracked and delivered by NORPA and that sponsorship and agreed contribution payments are received. • Deliver events and activities that engage with donors and stakeholders, including compiling invitee lists; communication with executive and board; design and distribution of invitations, completing order of proceedings, hand-out materials; securing gifts-in-kind/auction items; managing RSVPs, liaising with suppliers, attending events, and executing follow-up strategies.
<p>Governance</p> <p>Ensure accurate partnership reporting, documentation, contracting, agreements and maintenance of donor and partner database.</p>	<ul style="list-style-type: none"> • Ensure donations and sponsorship support and pledges are approved, appropriately acknowledged, receipted/invoiced as appropriate, and recorded on a CRM system. • Work with the Company Administrator to ensure appropriate record keeping and reporting to ASIC. • Maintain the currency and accuracy of a CRM/fundraising database in TicketSearch. • Acquit funding, sponsorships and partnerships through annual reporting on agreed benefits.

Key Selection Criteria

Education/Qualifications	
1.	A Bachelor's degree or relevant field and/or a minimum of 5 years' experience working at a management or leadership level in partnerships and development.
Knowledge and skills	
1.	Demonstrated experience in the development of collaborative partnerships with corporate, private and public sectors with proven ability to work at both a strategic and detailed level.
2.	Demonstrated experience in successfully managing and executing development campaigns, including capital campaigns, achieving the desired results.
3.	Strong understanding of the Australian arts and cultural sector, including its ecology, language, funding landscape, key players and producing, development and presentation opportunities.
4.	Experience working collaboratively as part of a small dynamic team, including with marketing, administration and creative teams to achieve successful outcomes.
5.	Excellent communication skills with experience and success in compiling compelling narratives and outlining strategic alignments; creating presentations and proposals and writing complex grant applications.
6.	Good attention to detail and exemplary project management skills, with an ability to work with initiative and flair transforming strategic vision into operational solutions and outcomes.
7.	Team player with a friendly, can-do approach to work and life.
8.	Proficiency in Microsoft Office (Word, Excel and PowerPoint) and Canva

Remuneration and conditions

NORPA offers a salary of \$110,000 per annum pro-rata for this role.

You will work 24 hours a week over three-four days Mon-Thurs. NORPA operates from our office in Lismore, NSW. However, you can negotiate to work remotely for some periods of time depending on the arrangement agreed.

Flexibility to work evenings and weekends may be required at times, with additional hours during key periods compensated by time in lieu.

This job description describes the broad scope of the role and is not an exhaustive list. It may also change from time to time with due consultation to meet the changing needs of the business.