

Sydney Writers' Festival

Role Title: Development Manager
Reports to: Head of Development
Terms: 12 months full-time contract position, with potential to extend

Sydney Writers' Festival encourages applications from all backgrounds, communities, and industries, and are committed to having a team that is made up of diverse skills, experiences and abilities.

About Sydney Writers' Festival

Sydney Writers' Festival is one of the world's leading and most beloved literary institutions. It is a place for readers, writers and thinkers to share ideas, tell stories and celebrate literature.

Since our first Festival in 1997, we have brought thousands of diverse writers and thinkers from Australia and around the globe together in Sydney. In the company of the world's best novelists, poets, journalists, public intellectuals, economists, politicians, podcasters and scientists, we've discussed some of the most pressing issues of our times. We've celebrated prize-winning authors, long-awaited novels from writers at the height of their careers and introduced debut authors to eager and enthusiastic new audiences.

Readers and writers have exchanged thoughts and opinions, perspectives and philosophies, creating a powerful community based on radical dialogue and respectful debate. The drumbeat of questioning that thrums underneath the Festival is powerful and enlivens Australia's democratic tradition.

About this role

The Development Manager is a member of the core year-round Festival staff, working closely with the Head of Development to secure and increase private-sector support for the Festival.

Responsibilities

Under the guidance and ongoing support of the Head of Development, the Development Manager areas of responsibility will include:

Servicing existing Patron relationships:

- Developing strong relationships with a portfolio of existing mid-level donors to create lifelong engagement with Sydney Writers' Festival, ensuring the highest quality customer service and donor experience
- Planning and delivery of a calendar of Patron events during the Festival and throughout the year
- Organising the logistics and operations of the Sydney Writers' Festival Patron Lounge
- Overseeing administration involved with existing supporters including sponsors, donors, trust and foundations (including communications, invitations, receipting and acknowledgements)
- Preparing funding acquittals and reports for funds received from sponsors, trusts and foundations, government and other granting bodies.

Donor renewal:

- Liaising with a portfolio of mid-level donors on the renewal of their annual giving
- Developing and enacting stewardship plans to move existing donors towards increased giving
- Working with the Head of Development to achieve financial targets for the renewal and increased giving of current donors
- Researching donors to better understand the best approach to their stewardship
- Developing funding applications for trusts and foundations, government and other granting bodies.

Donor prospecting:

- Planning and delivery of a calendar of strategic fundraising events during the Festival and throughout the year to achieve agreed revenue targets
- Working with the Head of Development to identify, approach and secure new major donors and trusts and foundations
- Working with the Head of Development on the creation, implementation and delivery of a variety of donor acquisition projects and programs.

Mass giving campaigns:

- Managing the planning and delivery of Sydney Writers' Festival's EOFY campaign to achieve agreed revenue targets
- Working with the Head of Development to manage and plan the delivery of Major Giving and Capital Campaigns.

Other:

- Proactively managing Sydney Writers Festival's donor database including the accurate management of donor information and creation of donor lists
- Developing and maintaining positive, professional working relationships with team members
- Undertaking any other duties as reasonably requested by the Head of Development and CEO.

Selection Criteria

- At least three years' experience in donor programs or in a relationship/client-focused account management environment with a demonstrated track record in securing philanthropic gifts.
- Experience in supporting pitching and fundraising discussions with existing and potential donors, including the development of compelling proposals.
- Experience coordinating events for up to 300 people.
- Proven project management skills with a strong focus on detail, proactivity, organisation and curiosity. Consistently able to prioritise tasks and perform well under pressure, delivering high-quality results that not only meet but exceed stakeholder expectations.
- Excellent database management and administrative skills, preferably with experience using Tessitura.

Candidate Characteristics

- Ability to articulate ideas clearly, persuasively and professionally in both spoken and written forms.
- Demonstrated experience establishing and nurturing professional relationships.
- Exceptional interpersonal and communications skills, both written and oral.
- Takes pride in their work and consistently upholds high standards.
- Excellent attention to detail.
- Strong analytical skills: Utilises data and metrics to inform decision-making and strategy development.
- Proactively identifies and seizes opportunities that benefit the team and the organisation.
- Collaborates effectively with others to achieve better outcomes in both fundraising-specific projects and broader organisational priorities. Strong ability to build and maintain relationships, both internally and externally, while working effectively as part of a small team.
- Passion for and knowledge of books, writing, ideas and the arts.

How to apply

Applications should be addressed to Lauren Dixon, Head of Development and be sent to jobs@swf.org.au. **Applications close COB Friday 6 September 2024.**

Candidates are encouraged to apply early as applications will be assessed as they are received and the role may be filled before the closing date.

Applicants who do not perfectly meet all the selection criteria but still feel they will be competitive are encouraged to apply.

Applications must include:

- a current resume
- a covering letter (no more than two pages), including an outline of your interest in the role, addressing how your experience prepares you for the responsibilities required and how you align with the selection criteria.