

Program and Partnerships Manager (Full-time)

Are you a dynamic, multi-skilled Arts professional who:

- Likes their work to make a difference in people's lives while growing innovative charities?
- Has experience in developing community responses to social issues?
- Excels at building trusted relationships?
- Wants to build a strong network of philanthropic and business supporters?
- Thrives on challenge: can you juggle priorities like a Cirque du Soleil artist?
- Loves Singing?

Are you looking for:

- An opportunity to apply your all-rounder arts, marketing, communications, events and relationship skills to one of Australia's top social innovations?
- An opportunity to use your excellent strategic brain, creativity and initiative to make a positive impact on communities around Australia and beyond?
- An opportunity to assist people in need through an inspirational arts-health program?
- An opportunity to bring the joy of singing to the greater public?

Then come join us! Please apply for this exciting opportunity!

Who we are:

Creativity Australia (www.creativityaustralia.org.au) currently delivers, supports and drives 30 Community choirs all around Australia, with a further 10 planned for 2021. We are building a happier, healthier, more inclusive nation through the life-changing *With One Voice* program. Our inclusive and welcoming programs bridge the gap between people experiencing disadvantage and those more fortunate through the neuroscientific benefits of community singing. We help alleviate loneliness, social isolation and depression.

Together, we can change the world... one voice at a time.

The Role:

- Reporting to the Business and Operations Manager and working with a small but committed and talented team, you will cultivate and grow the *With One Voice* brand profile nationally.
- You will lead the support and continual improvement of our Choir program in all aspects and develop strategies that maximise our community impact.
- You will work with existing donors, partners and supporters of the Charity to build stronger and more mutually beneficial outcomes and strive to secure new funding opportunities.
- You'll bring exceptional relationship management and influencing skills and strong networks.
- You'll join at an exciting period of growth and play a critical role in introducing innovative new ways to connect our growing National footprint and its membership.

Primary Purpose and Responsibilities:

The Program and Partnerships Manager is responsible for leading and driving what our community choirs look and feel like. They manage and develop the brand and its profile in community, arts and philanthropic spaces. They are responsible for identifying, writing and submitting grant applications on behalf of the Charity. They will work with and retain our high value donors, sponsors and partners. This is done by building long term relationships that are positive and mutually beneficial. They will also creatively source unique and innovative performance and event opportunities that can maximise income for the charity's important and life-changing programs.

You will be responsible for:

1. Leading and supporting our Choirs to deliver high quality and consistent content and repertoire in an inclusive and inspiring manner
2. Leading and supporting our Choir Conductors to deliver the *With One Voice* model and spirit in a recognisable and accessible way
3. Overseeing the development and implementation of our newly established Conductor Development Course with support from CA staff and partners
4. Grant application submissions and acquittals
5. Building high-quality relationships with new trusts, foundations, donors and partners
6. Working with our existing relationships/partnerships to develop further connections and opportunities for the organisation and our members
7. Managing our significant donation campaigns with the support of all other CA staff
8. Working across the Creativity Australia database to effectively segment, engage and communicate with our donor base
9. Developing content and ideas for newsletters, websites and other marketing and social media campaigns
10. Seeking performance opportunities for our choirs at events and festivals
11. Managing and assisting our major fundraising initiatives and events
12. Representing the organisation at events and presentations
13. Maintaining and updating the CRM, noting all communications accurately and promptly and ensuring appropriate communications, acknowledgement and gratitude notes and calls are made to key supporters
14. Providing transparent weekly reporting and workflow updates to the Business and Operations Manager; and
15. Participating in/contributing to Board Meetings as required

Candidate Profile:

Mandatory

- Experience in the Arts/Community/Events sector
- Marketing and promotion experience in regards to creation, design and implementation
- A demonstrated track record and success in writing and receiving grants and donations and building trusted long-term partnerships and sponsorships
- An understanding of and experience in philanthropy and the not-for-profit sector or comparable experience influencing and securing investment in programs for community benefit
- Exceptional relationship, influencing and stakeholder management skills with the ability to identify stakeholder needs; what they value and how to motivate and communicate with them to secure financial support
- Exceptional written and verbal communication skills with the ability to tailor messaging to a variety of audiences
- A results-orientated approach and desire to consistently deliver great outcomes
- Strategic and analytical thinking; ability to identify future opportunities and tackle a problem by using a logical, systematic, sequential approach
- Excellent verbal, written and presentation skills, and the capacity to deal with people at all levels and areas of expertise
- High competency in all key IT programs
- Excellent attention to detail
- Adaptable, caring, 'can-do' and courageous
- A team-player and lifelong learner with a growth mindset

Desirable

- Experience in community singing or arts administration and event management
- Demonstrated skills in graphic design e.g. Adobe suite.
- Experience working within a National organisation
- A strong understanding of CRM and donor management systems

Key Selection Criteria:

- Outstanding relationship and project management
- Demonstrated and successful track record in fundraising, grants, events and partnerships
- Demonstrated high level written, verbal and presentation skills, including writing materials targeted to different audiences
- Demonstrated ability to work autonomously, collaboratively and flexibly as part of a team to achieve goals
- Excellent time management, administrative and organisational skills with the ability to plan workload, prioritise tasks, meet deadlines and adapt to changing circumstances
- Ability to work collaboratively to seek relevant inputs and prepare effective and inspiring propositions for support from individuals, families, major organisations, Trusts & Foundations, Businesses and Governments.
- At least 3 years' work experience in a similar role

Compensation:

In return for your high energy, excellent results and enthusiasm, you will have the opportunity to work within an engaged, high-performing, fast paced team with the potential to positively impact the lives of millions of Australians who are in need.

Salary Packaging is available, and we work from a convenient South Melbourne coworking location.

Application Process:

To be considered, please send your resume and a cover letter outlining specific relevant experience and five reasons why you are perfect for this position and your expected salary range and referees to nathan@creativityaustralia.org.au

The closing date for applications is Friday, 11th December 2020.

Applications will be reviewed in order of receipt. You will have an advantage if you are available to commence immediately. This role is available now.

If this sounds like you, we would love to hear from you! Please send your application ASAP.

Due to the high number of applications for roles within Creativity Australia, we cannot enter any correspondence or calls prior to the deadline for applications.

Only people with the right to work in Australia may apply for this position