



## Position Description Philanthropy and Partnerships Manager

### Key Tasks and Specific Accountabilities

#### **1 Identify, research and qualify**

- i. Identify and encourage others to identify prospects - high net worth individuals, grant makers and corporate businesses and professional service firms with the capacity, interest and inclination to support Circa through giving or partnering.
- ii. Research these identified prospects to enable effective decisions to be made regarding their qualification as prospects.
- iii. Qualify and determine opportunities to support Circa through giving or partnering that prospects could be offered.

#### **2 Plan and Cultivate**

- i. Plan effective approaches to prospects specific to high-net-worth individuals, corporates and grant maker prospects
- ii. Where appropriate prepare tailored cultivation or engagement plans for prospects involving trustees, council members or other volunteers in the engagement process.
- iii. Plan and coordinate events for the cultivation and engagement of prospects. .

#### **3 Create and offer opportunities for gifts and partnerships**

- i. Support or take the lead in offering to major donor corporate and trust prospects opportunities to support Circa through giving or partnering.
- ii. Develop and make available digital and print materials that describe and offer opportunities to support Circa.

#### **4 Thank and Steward**

- i. Ensure that all support of Circa is acknowledged through giving or partnering is acknowledged appropriately following an agreed policy.
- ii. Where required by statutory regulation or by the supporter ensure that tax receipts or statements are provided.

- iii. Where required by the nature of the gift or partnership ensure a clear document of agreement is issued and signed.
- iv. Plan and coordinate events for thanking, acknowledging and engagement of supporters.

## **5. General Communication and stakeholder engagement**

- i. Develop relationships by attending relevant meetings and public opportunities to promote Circa within the philanthropy and corporate sector.
- ii. Implement proactive, timely and cost-effective media communications that will promote Circa within the philanthropy and corporate sector.
- iii. Identify and make recommendations to Circa of opportunities to improve existing processes and systems around communication and stakeholder engagement.

## **6 Financial Management**

- i. Report all cash, pledges, grants, partnership agreements and other support against the agreed budgeted funding on a monthly, quarterly and annual basis.
- ii. Report all the costs related to fundraising are against the agreed budget on a monthly, quarterly and annual basis.

## **7 Administration**

- i. Develop and implement systems to ensure effective records of all activities described under points 1-4 above are recorded including in the Patron Base CRM system.
- ii. Ensure legal, statutory and other requirements related to fundraising are met.

## **8 Professional Development**

- i. Be responsible for monitoring and developing the skills, knowledge and level of professionalism required to undertake the responsibilities of this role. .
- ii. Become conversant with all work and activities carried out by Circa Theatre.
- iii. Maintain membership or relationships with relevant associations, groups or networks.
- iv. Attend relevant professional courses and programmes with Circa's prior approval.

## **9 Other Responsibilities**

- i. The Philanthropy and Partnership Manager may be required to undertake other duties as directed by Circa from time to time.

## **Person Specification**

### **Experience**

- Have experience in initiating, coordinating, supporting, facilitating and planning fundraising and stakeholder strategies.
- Be familiar with the practical implications of the Treaty of Waitangi.

### **Skills, Knowledge, Attributes**

- Are able to quickly form professional relationships with Circa's donors, partners, stakeholders and audiences.
- Have strong communication skills and be able to present confidently and credibly.
- Are perseverant, able to manage and prioritise multiple tasks.
- Are able to promote the values of Circa
- Are comfortable working with and socialising with people from all walks of life.
- Can adapt to situations as required.