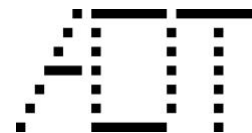


Position Description – Development Manager



Position Purpose:

This position is key to building and nurturing a culture of philanthropy at ADT, with particular emphasis on exceptional donor stewardship and relationships. The position will identify and cultivate new supporters, support relationships with donors, foundations, trusts, and corporate partners, and ensure every supporter feels valued and connected to ADT's artistic impact.

Working closely with the Executive Director and Board Foundation Committee, this role requires someone who understands that thoughtful, personalised donor stewardship is the foundation of sustainable fundraising and who finds genuine joy in creating meaningful connections between supporters and the transformative work of contemporary dance.

Key Skills:

- Donor stewardship excellence: create personalised, meaningful donor experiences and acknowledgements that make every supporter feel genuinely valued
- Strategic fundraising: develop and implement long-term vision for philanthropic growth
- Relationship management: build and maintain authentic relationships
- Compelling communication: craft heartfelt proposals, thank-you letters, and impact reports
- Problem solving and creativity: think laterally, devise creative cultivation strategies and donor engagement approaches
- Cultural awareness and adaptability: sensitivity to working with people from diverse backgrounds and ability to adapt to changing circumstances

Hours of Work 0.8 to full-time (to be negotiated)

Term ongoing

Reports to Executive Director

Significant Working Relationships

Internal:

- Executive Director
- Artistic Director
- Executive Producer
- Marketing Manager
- Board members, particularly Foundation Committee members

External:

- Individual donors and prospects
- Foundation and trust representatives
- Corporate partners and sponsors
- Professional fundraising networks and peak bodies
- Event suppliers and venues

Position Description – Development Manager



Key Accountabilities

Strategy

- Develop and implement fundraising strategies aligned with ADT's Strategic Plan
- Build and nurture a culture of philanthropy across the organisation
- Set annual fundraising targets and develop plans to achieve revenue goals
- Monitor fundraising performance and adapt strategies as needed

Stewardship & Relationships

- Develop donor stewardship activities, that make every supporter feel valued
- Create meaningful touchpoints with supporters including timely, heartfelt acknowledgements and impact reporting
- Design recognition programs that authentically connect supporters to ADT's artistic work
- Coordinate exclusive supporter opportunities
- Work closely with Board Foundation Committee to advance fundraising objectives
- Support Foundation Committee members in their donor engagement and advocacy roles
- Coordinate Foundation Committee activities and follow-up on action items

Research & Prospecting

- Identify, research, cultivate, and welcome new supporters
- Develop tailored engagement with individual supporters
- Nurture a donor pipeline with clear cultivation pathways
- Prepare briefing materials for Executive Director, Artistic Director and Board
- Develop and implement annual giving campaigns
- Create compelling cases for support

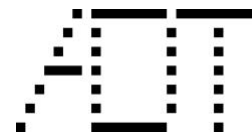
Grants & Partnerships

- Research and identify grant and corporate opportunities aligned with ADT's values
- Prepare high-quality funding applications, proposals, and sponsorship agreements
- Build and maintain relationships with foundation representatives and corporate partners
- Manage reporting and acquittal requirements for philanthropic grants
- Coordinate corporate partner benefits and recognition
- Track application deadlines and manage grant and partnership portfolio
- Manage foundation and corporate partner communications and reporting

Events, Campaigns & Communications

- Plan and roll-out meaningful Development events including donor gatherings, open rehearsals, and behind-the-scenes experiences
- Manage event budgets, logistics, communications and vendor relationships
- Work with Marketing Manager to develop compelling appeals, supporter communications and impact stories
- Coordinate donor recognition in programs and promotional materials
- Ensure consistent messaging about ADT's impact and funding needs
- Evaluate event and campaign effectiveness and ROI

Position Description – Development Manager



Position Requirements

Essential

- Knowledge of South Australian philanthropic landscape and donor community
- Experience planning and executing fundraising and cultivation events
- Exceptional donor stewardship skills with proven ability to create personalised, meaningful donor experiences and acknowledgements
- Minimum 3 years' experience in fundraising and development
- Proven ability to identify, cultivate, and solicit major gift prospects
- Outstanding written communication skills with demonstrated ability to craft compelling, heartfelt proposals, thank-you letters, and impact reports
- Strong relationship-building skills and ability to engage diverse stakeholders including donors, board members, and community partners
- Experience developing and implementing fundraising strategies and campaigns
- Demonstrated ability to work collaboratively with board committees and volunteers
- Experience managing donor databases and CRM systems
- Strong project management and organisational skills with ability to manage multiple priorities
- Understanding of ethical fundraising standards and privacy requirements
- Current Working with Children Check (DCSI)

Desirable

- Experience in arts and cultural sector fundraising
- Understanding of contemporary dance and performing arts sector
- Membership of Fundraising Institute Australia (FIA) or similar professional body
- Experience with corporate partnerships and sponsorships
- WHS and compliance experience