



West Australian
Symphony Orchestra

POSITION DESCRIPTION
West Australian Symphony Orchestra

POSITION:	Philanthropy Manager
DEPARTMENT:	Development
LOCATION:	445 Hay Street Perth, WA
UNDERLYING AWARD:	Live Performance Award
CLASSIFICATION:	Production and Support Staff
EFFECTIVE DATES:	April 2025

1. PURPOSE OF POSITION

The Philanthropy Manager is responsible for growing and managing WASO private giving programs, deepening the connection of current donors through meaningful stewardship whilst working concurrently to cultivate new support to grow WASO's giving community.

Reporting to the Director of Development and working cross functionally with the Development team, the Philanthropy Manager will generate income through WASO's Planned Giving program, Duet program and Community Engagement & Education giving. The Philanthropy Manager will achieve this through the stewardship of existing stakeholders, while identifying and cultivating prospects across all portfolios.

The Philanthropy Manager role includes the implementation of a strategy that encompasses the following fundraising channels: planned giving, specific annual campaigns, major gift campaigns and portfolios.

2. KEY RELATIONSHIPS	
REPORTS TO	<ul style="list-style-type: none">• Director of Development
DIRECT REPORTS	<ul style="list-style-type: none">• Nil
KEY INTERNAL RELATIONSHIPS	<ul style="list-style-type: none">• Chief Executive Officer• Board of Directors• Director of Development• Executive Managers• Marketing• Education & Community Engagement• Orchestra• Box Office
KEY EXTERNAL RELATIONSHIPS	<ul style="list-style-type: none">• WASO Private Giving Supporters, Volunteers and Subscribers and Patrons• Private Giving Prospects•

3. WASO VALUES	BEHAVIOURAL REQUIREMENTS
EXCELLENCE Our pursuit to be the best never ends	<ul style="list-style-type: none">• We continue to learn and improve as individuals and as a team• We celebrate our achievements and those of others• We value a disciplined workplace that nurtures a strong culture of creativity and innovation• We are open to give and receive constructive feedback
PASSION We love what we do and share this enthusiasm with others	<ul style="list-style-type: none">• We take great pride in our place and in our connections with the community

	<ul style="list-style-type: none"> • We stand up to our challenges, bringing energy, commitment and resolve • We find meaning and joy in the little things, because all of them count for the big ones • We look ahead with optimism and make informed decisions for our future
TEAMWORK We are better when we're together	<ul style="list-style-type: none"> • We prioritise the health, safety and wellbeing of ourselves and those around us • We understand our role, and how this contributes to the company's place in our community • We honour our commitments to get the job done well, and ask our colleagues to bring the same high standard each day • We communicate with respect at all times and take ownership of our actions

4. KEY RESPONSIBILITIES	
	<ol style="list-style-type: none"> 1. Manage Planned Giving program 2. Manage Community Engagement and Education giving (Annual Giving) 3. Manager WASO's Duet program 4. Philanthropy Stewardship 5. Assist in the production of Philanthropy communications 6. Health and Safety
1. Planned Giving	<ul style="list-style-type: none"> • Working with the Director of Development and the Philanthropy Manager – <ul style="list-style-type: none"> • develop and execute a strategy where Planned Giving is visible, promoted effectively through marketing and communications, and cultivation and stewardship events; • develop mechanisms for long-term record keeping in relation to bequests; • develop proposals for prospects providing knowledge and information in connection with bequests. • Attentive stewardship of Bequestors through regular communication, impact reporting and face-to-face meetings. • Identify potential uplift and where possible, build relationships with Bequestor's families and trustees (realised and non-realised bequests). • Identify and cultivate prospective Bequestors. • Liaise with solicitors, executors and internal stakeholders to ensure timely receipt and acknowledgment of realised bequests. • Ensure Planned Giving materials sent to Bequestors and prospects is in line with legal policy and legislation.
2. Education & Community Engagement	<ul style="list-style-type: none"> • Attentive stewardship of annual E&CE supporters through regular communication, impact reporting, face-to-face meetings where required, and management of annual gift renewals. • Cultivate uplift among current supporters and identify prospects through current donor base and beyond. • Manage donor moves management plans in Tessitura

	<p>where required.</p> <ul style="list-style-type: none"> Promote E&CE publicly in vehicles such as the Annual Giving Appeal, <i>Encore</i>, <i>Bravo</i>, concert programs, social media and the website, driving the need for support of these programs as a vital part of our remit as a company. Champion E&CE within the Development team and consider other team members' objectives and opportunities for cross-campaign leveraging.
3. Duet	<ul style="list-style-type: none"> Develop and manage the Duet program that generates income to achieve end of year budget. Ensure attentive regular communication and appropriate acknowledgment. Support the delivery of Duet events (Side-by-Side and Duet Celebration) Liaise with musicians to <ol style="list-style-type: none"> Onboard them to Duet Monitor and support their stewardship of their Patron Champion Duet within the Development team and consider other team members' objectives and opportunities for cross-campaign leveraging.
4. Philanthropy Stewardship	<ul style="list-style-type: none"> Build strong relationships with donors and key contacts through meaningful stewardship. Identify stewardship opportunities with a view to shaping future stewardship programs. Cultivate uplift among current supporters and identify prospects through current stakeholder base and beyond. Track and support annual gift renewals. Ensure records are maintained in Tessitura and on the company server. Answer donor queries (phone, email or in-person) which includes (and not limited to) taking gifts, issuing receipts and handling event bookings. Assist in the maintenance of the Giving Circle Members acknowledgment list. Assist with Giving Circle Events and Wesfarmers Arts Lounges (when required), to engage supporters and act as a forward-facing ambassador for the company.
5. Philanthropy Communications	<ul style="list-style-type: none"> Manage end-to-end delivery of Encore publication bi-annually, including strategic messaging, design and copy development. Develop copy for Philanthropy messaging where required. Develop copy for concert programs where required.
7. Health and Safety	<ul style="list-style-type: none"> Ensure the health, safety and welfare and other employees, customers and visitors as outlined in the WASO Employee Handbook.

6. CORE COMPETENCIES

a. Education & Knowledge:

- Tertiary qualifications or a minimum of three years' experience of generating income from individuals to include experience of managing a stewardship program, identifying new potential supporters and personally securing new annual donors;
- Understanding/application of fundraising principles in a not-for-profit environment is preferred; and
- A deep interest in philanthropy and the arts.

b. Skills & Experience:

- High level interpersonal, communication and presentational skills and ability to engage and interact with donors and sponsors at all levels;
- Ability to inspire philanthropic giving, and a passion for the work that WASO does
- Self-motivated with strong organisational skills and attention to detail
- Ability to prioritise and manage a pressurised workload
- Exceptional verbal and written communication skills;
- Research and analytical skills, thoroughness and exceptional attention to detail;
- IT literate with knowledge of relationship/CRM databases and current regulatory and best practice frameworks. Specific knowledge of the Tessitura database would be preferential but not essential
- A collaborative team player
- Attend events outside of normal working hours
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c. Attributes:

- A keen sense of creativity and dynamic thinking to ensure cut through in a competitive philanthropy market
- Passion and desire to succeed with a pro-active nature
- Strong ethical standards and an ability to maintain strict confidentiality
- Empathetic and with an ability to create connection with philanthropic donors
- Committed, driven and resilient working in a fast-paced environment
- Able to work to strict deadlines with minimal supervision
- A deep interest in the arts and philanthropy
- A desire to keep abreast of key developments in fundraising in Australia
- Willingness to work outside normal business hours for stakeholder events and regularly attend WASO concerts