

SYDNEY DANCE COMPANY

Job Title **Philanthropy Manager**

Contract: Full time, permanent, ongoing

Reporting to: Director Philanthropy and Partnerships

Date: August 2026

ABOUT SYDNEY DANCE COMPANY

Sydney Dance Company is Australia's leading contemporary dance company. Sharing Australian art with the world, has driven our ensemble of 17 dancers, led by Artistic Director Rafael Bonachela, to become one of the world's strongest forces in contemporary dance. Sydney Dance Company has a broad community beyond the practice and performance of our Company dancers. We believe in the universality of dance, and with over 80,000 attendances annually, we have the largest public dance class program in Australia, ensuring that each and every one of us can connect with the grace, strength and creativity of dance.

More information, visit sydneydancecompany.com.

ABOUT THE ROLE

The Philanthropy Manager is responsible for building and strengthening relationships with donors, and key stakeholders to support the Company's fundraising objectives. The role leads the delivery of donor and stakeholder stewardship, and acts as an ambassador for the Company to grow philanthropic support, advocacy and long-term relationships.

You will manage a portfolio that consists of major and mid-level donors, and other high-value supporters, developing personalised engagement strategies that inspire long-term commitment and investment. This is a relationship-led fundraising role where success comes from understanding donor motivations, building authentic connections and creating meaningful opportunities for supporters to make a significant impact. You'll inherit an engaged portfolio while also identifying and cultivating new philanthropic opportunities, helping to deliver sustainable income growth and long-term supporter relationships.

REPORTING / WORKING RELATIONSHIPS

The Philanthropy Manager sits within Sydney Dance Company's Philanthropy and Partnerships team and reports to the Director Philanthropy and Partnerships. The role will also work collaboratively with the rest of the Philanthropy and Partnerships team (Head of Partnerships, Trust and Foundations Manager and Philanthropy and Partnerships Coordinator). This role works across all Sydney Dance Company teams, requiring strong internal relationship skills, and also engages with casual and external contractors as required.

DUTIES AND RESPONSIBILITIES

Strategy and Planning

- In collaboration with the Director Philanthropy and Partnerships, plan fundraising strategies, identify opportunities for portfolio growth and undertake research for new prospective donors.
- Develop and execute tailored donor engagement and cultivation plans ensuring exceptional donor care and stewardship throughout the supporter journey including through fundraising events.
- Maintain a robust pipeline of donor prospects, regularly reviewing and updating.

Donor cultivation and campaigns

- Manage, steward and grow a portfolio of major and mid-level donors and high-value supporters to deepen engagement and support.

- Build strong relationships that lead to increased giving, retention and long-term commitment.
- Work with the Director Philanthropy and Partnerships to implement discrete campaigns and philanthropy events that are fresh, interesting and engage current and potential donors.
- Identify, cultivate and secure new philanthropic opportunities.
- Prepare compelling cases for support, proposals and funding requests by collaborating with internal stakeholders to connect donors with meaningful funding opportunities.

Reporting and analysis

- Track portfolio activity, opportunities and progress through the CRM. Maintain up to date and accurate donor, partner and prospect records and undertake post-event analysis and reporting.
- Prepare accurate and timely regular and ad hoc reporting when required for internal stakeholders, including the Executive and Board, highlighting key insights and opportunities for continuous improvement.
- Uphold Sydney Dance Company policies and practices, including privacy and financial policies.

Stewardship and Events

- Plan and execute donor cultivation and stewardship events, working collaboratively with internal teams.
- Ensure all stakeholder events are delivered to a high standard and exceed donor and partner expectations.
- Ensure timely, appropriate acknowledgment and recognition of all individual gifts, aligning with donor preferences.
- Promote a culture of donor stewardship and stakeholder engagement across the organisation.

SELECTION CRITERIA

Skills and Experience

- 5 + years' experience developing donor strategies, tailored cultivation plans and compelling funding proposals and confidently lead the conversation to secure major gifts and secure long-term commitment.
- Demonstrated success in managing and growing a portfolio of major and mid-level gifts, philanthropy, partnerships or high-value fundraising.
- A thorough understanding of gift principles, charitable giving legislation, and best practices in designing and scaling successful philanthropic programs.
- The ability to coordinate all the components of end to-end fundraising campaigns - managing internal stakeholders, external suppliers, and milestone tracking.
- The ability to assist in the design and delivery of the annual philanthropy business plan within budget, tracking supporter records and pipelines accurately and a data-driven approach to strategic planning.
- An appreciation of the arts and/or dance sector industry on a national and international level is desirable.

Personal Competencies

- Exceptional relationship management and stakeholder engagement skills.
- Strong influencing, communication and presentation skills, both verbally and in written form.
- A donor-centric approach and genuine passion for building long-term relationships.
- Superior time management skills and the ability to manage multiple competing priorities, with great attention to detail.
- The ability to work autonomously while collaborating effectively across teams.
- Alignment with Sydney Dance Company's organisational values and policies.
- Ability to work flexible hours including weekends and evenings.

TERMS AND CONDITIONS

Full-time role, with the flexibility to work varied hours in response to the organisation's activities, including during evenings and on weekends.

- Salary is dependent on skills and experience.
- Three-month probation period.
- The successful candidate must have a current NSW Working with Children check prior to

- employment.
- Four (4) weeks annual leave.

The position is based at Sydney Dance Company, on the land and over the saltwater of the Gadigal at the Walsh Bay Arts Precinct, Wharf 4/5, 15 Hickson Road, Dawes Point, NSW, Australia.

- Sydney Dance Company is an accessible venue.
- Travel outside Sydney may be required.
- Working from home is managed in accordance with Sydney Dance Company policy, noting the in-person nature of most Sydney Dance Company activities and a highly collaborative organisational culture.

APPLICATION PROCESS

Please forward your application by email to

Fiona Crockett (she/her)
Director, Philanthropy and Partnerships | Sydney Dance Company
fionac@sydneydancecompany.com

Your application should include:

1. Your **Curriculum Vitae** (no more than 3 pages)
 - Please include the names of 2-3 referees, together with a brief statement of the capacity in which they have known you and an indication of when in the process they can be contacted (we will not contact your referees without your express permission).
2. A **cover letter** summarising how your experience is applicable to the role as outlined in the Key Accountabilities and Selection Criteria (no more than 1 page).
 - There is no requirement to individually address each accountability or selection criteria. Selected candidates will be asked to expand on this in the interview process.
3. An indication of your **earliest availability** to commence in the role if you were to be successful.

Applications close **Thursday 17 September 6pm AEST**.

You must have the right to live and work in Australia to apply for this role.

Sydney Dance Company encourages applications from Aboriginal and Torres Strait Islander people, people with a disability, mature age workers, people from diverse cultural and linguistic backgrounds and lesbian, gay, bisexual, transgender, and queer intersex (LGBTQI+) people.

We are committed to making reasonable adjustments to provide a supportive workplace without barriers. If you require any adjustments before or during the selection process, please contact:

Amy Burrows (she/her)
Executive Assistant | Sydney Dance Company
executiveassistant@sydneydancecompany.com or +61 2 9258 4809