



POSITION DESCRIPTION

POSITION IDENTIFICATION: DEVELOPMENT COORDINATOR

Centre:	Perth International Arts Festival
Position Title:	Development Coordinator
Position Classification:	Level 5/6
Supervisor Title:	Development Manager

ROLE STATEMENT

Under direction of the Development Manager you will provide administrative support to the Festival's fundraising strategy and service the Festival's corporate partners, government funders and donors.

STRATEGY IMPLEMENTATION

Assist in the compilation of information for partnership proposals and funding applications.

PARTNER, FUNDER AND DONOR SERVICING

- Assist the Development Manager in servicing all partners, funders and donors.
- Attend partner, funder and donor planning and debrief meetings and record meeting notes.
- Ensure correct partner, funder and donor acknowledgement in all Festival promotional material.
- Manage partner, funder and donor advertising in Festival promotional material and at Festival events.
- Manage partner, funder and donor signage at Festival events, launches and functions.
- Manage partner, funder and donor contracts, invoices and post Festival reports.
- Assist in the compilation of information for funder acquittals.
- Manage the selection and provision of Festival images for Development department activities including reports, advertisements, signage and award nominations.
- Allocate and monitor use of contra as part of the Festival's recommended restaurant program.
- Host partner, funder and donor corporate hospitality functions.
- Assist in the coordination of annual and one off launches and functions managed by the Development department including the Business Development Launch, Medici Donor Launch, Sponsor Leveraging Workshop, Lotterywest Festival Films Launch and Media and Sponsor Garden Party.

ADMINISTRATION

- Maintain databases and documents that record partner, funder and donor contacts and the planning and delivery of benefits.
- Contribute to a final report after each Festival informed by consultation with partners, funders and donors to assess performance of the Development department and whole of Festival.
- Maintain the Development department filing system utilizing the TRIM records management system.

FINANCIAL MANAGEMENT

- Utilise the Festival's financial management tools including budget tracking spreadsheets, purchase orders, invoices and MYOB reports to monitor the Development department expenditure.
- Attend regular budget meetings to report on the Development department's budget performance.
- Support the Development Manager in reporting against financial targets.

COMMUNICATIONS

- Support the Development Manager to develop and maintain effective relationships with all current and potential partners, funders and donors and enhance advocacy for the Festival.
- Attend Festival and other functions representing the organisation as necessary.
- Take part in weekly Development department meetings.
- Actively promote partner, funder and donor opportunities through regular meetings, talks and events throughout the community.

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GENERAL

- Supervise Development department volunteers and interns.
- Recommend new initiatives and areas for development and improvement.
- Act in a responsible and professional manner and represent the best interest of the Festival at all times.
- Any other duties as directed by the Development Manager.

SELECTION CRITERIA

Tertiary qualification – (arts management, marketing or commerce preferable) - [Desirable](#)

Knowledge, skills and abilities

- Demonstrated ability to service small, medium and large scale sponsors, funders and donors - [Essential](#)
- Demonstrated ability to use technology to manage sponsors, funders and donors benefits - [Essential](#)
- Demonstrated ability to plan, coordinate and present successful functions - [Essential](#)
- Highly developed verbal and written communication skills - [Essential](#)
- Strong attention to detail - [Essential](#)
- Demonstrated ability to manage the expectations of multiple stakeholders, prioritise tasks and work within a high pressure environment - [Essential](#)
- Ability to promote and sell the value of the arts in particular to sponsors, funders and donors - [Desirable](#)
- Knowledge and understanding of the corporate environment in Western Australia - [Desirable](#)
- Knowledge and understanding of the arts industry - [Desirable](#)

Experience

- Experience in administration - [Essential](#)
- Experience in servicing sponsors, funders and donors - [Essential](#)
- Experience in working in a team environment - [Essential](#)

POSITION IDENTIFICATION: BUSINESS DEVELOPMENT COORDINATOR

Faculty:	
School/Admin Dept:	Vice Chancellery
Centre:	Perth International Arts Festival
Section:	
Position Number:	
Position Title:	Business Development Coordinator
Position Classification:	Level 5
Supervisor Title:	Business Development Manager
Supervisor Position Number:	

QUALIFICATIONS

Tertiary qualification – (marketing or commerce preferable) - [Desirable](#)

Knowledge, skills and abilities

Demonstrated ability to administer, service and report to corporate sponsors and funding bodies - [Essential](#)

Highly developed interpersonal and communication skills - [Essential](#)

Ability to seek and exploit opportunities, and to promote and sell the value of the arts in particular to donors, sponsors and funding authorities - [Desirable](#)

Ability to use technology to manage Business Development programmes, research potential donors and develop new initiatives - [Essential](#)

Knowledge and understanding of the corporate environment in Western Australia - [Desirable](#)

Knowledge and understanding of the arts industry - [Desirable](#)

EXPERIENCE

Experience in administration - [Essential](#)

Experience in working in a team environment - [Essential](#)

Experience in servicing sponsors and partners - [Essential](#)