

GRIFFIN THEATRE COMPANY

INFORMATION FOR CANDIDATES: HEAD OF DEVELOPMENT



HEAD OF DEVELOPMENT—POSITION BRIEF

OUR MISSION

To lead the country in the production of the best new Australian plays.

OUR VISION

Griffin Theatre Company is the only company in Australia exclusively dedicated to the production of new Australian plays. We make theatre about now. We believe there is no more important theatre in the country.

Since its inception over 40 years ago, Griffin has been recognised as essential in the national theatre ecology. Every rewarding Australian story delivered on the Griffin stage builds the confidence of playwrights and audiences in the vital experience it is to have a story told to us, about us, about ideas that matter deeply to us today. We are a centre of Australian playwriting: an advocate for writers, and a beacon of excellence in the creation of extraordinary theatre.

COMPANY BACKGROUND

Located in the heart of Kings Cross in Sydney, the company is housed in the iconic SBW Stables Theatre on Nimrod Street. We describe it as 'the country's most intimate and captivating professional stage.' Literally an old horse stables, the theatre seats 105 people with general admission and bench seats. Every year, in this unlikely space, we produce between four and six professional productions of Australian plays in our Main Season, each playing between five and eight weeks, with a host of additional programming that sits around this that supports more experimental forms, independent theatre, and works in development.

Many artists who began professional careers at Griffin now contribute significantly to the Australian and international theatre, film and television industries. The list of landmark Australian stories first staged at Griffin is impressive. The acclaimed films *Lantana* and *The Boys* began life as plays first produced by Griffin, as did the hit TV series *Heartbreak High*. Many other plays premiered by Griffin are produced regularly throughout Australia and internationally, including Australia's most widely produced play, Michael Gow's *Away*, and Tommy Murphy's *Holding the Man*.

In 2021, Griffin was invited to join the National Performing Arts Partnership Framework along with seven other new entrants and a further 30 major Australian performing arts companies previously part of the major performing arts framework. The company is also about to embark on a major redevelopment of the historic SBW Stables Theatre. These significant events signal a shift in size and ambition for the company as it continues to lead the national voice in playwriting and the development of new Australian work.

It's an exciting time for Griffin, and an excellent opportunity to join a high-performing, generous and dynamic team dedicated to shaping the future of Australian theatre.

HEAD OF DEVELOPMENT—POSITION DESCRIPTION

Basis of Employment:	Full time Two-year rolling contract (renewable after two years)
Hours:	38 hours per week
Employment Conditions:	4 weeks annual leave
Salary Range:	Competitive salary and benefits

Griffin's Head of Development is responsible for maintaining and growing Griffin's fundraising income – a major source of revenue for the company. This includes creating opportunities to engage a broad range of supporters: individual donors, trusts and foundations, corporate sponsors and at times assisting with government funding. The Head of Development plays a leading role in creating and strengthening a culture of philanthropy across the company and amongst Griffin's primary stakeholders.

A key focus for the next three years will be managing the Capital Campaign, ensuring new high-level donors are secured to support the campaign as well as engaging our current donor base on this major project for the company. This is an opportunity to take development at Griffin to the next level in terms of systems and processes, as well as best practice stewardship and engagement.

Griffin has an active, effective and supportive Board committee structure that works closely with the Executive Director and the Head of Development on achieving the company's development goals, particularly in relation to the Capital Campaign and Griffin's annual giving programs.

Key Criteria for Success:

In the first 12 months in the role, the successful candidate will have:

- Met or exceeded targets for annual giving and the capital campaign.
- Met with all major donors \$5K and over and have developed stewardship plans for each.
- A donor journey mapped for all donor programs.
- Reviewed and updated Griffin's Development Plan.
- Recruited and engaged members of a Capital Campaign Committee.
- Built relations with and ensured an active and engaged Fundraising Committee.

Key Internal Relationships:

- The Head of Development works with the Executive Director, Artistic Director and Artistic & Programming team to identify strategic fundraising objectives and ensure objectives are met.
- The Head of Development works with the Fundraising Subcommittee of the Board of Directors to develop and secure new development opportunities.
- The Head of Development manages the development team and related contractors including Griffin's external capital campaign consultants, design agency for fundraising campaigns and branding, and other consultants as required, ensuring they develop and implement integrated strategies and meet agreed performance measures.
- The Development team works with the Box Office Manager and Bar Manager in the coordination and delivery of events.

- The Head of Development engages with all Griffin departments to ensure effective communication with all stakeholders including, but not limited to staff, subscribers, patrons, donors and sponsors.

Key External Relationships:

- Griffin's family of subscribers, patrons, donors and sponsors.
- Philanthropic trusts and foundations.
- Government funding agencies.

Key Responsibilities:

Develop and grow Griffin's revenue base and create opportunities to engage a broad range of supporters, including individual donors, trusts and foundations and corporate sponsors, ensuring all targets are met or exceeded.

- Work with a Fundraising Subcommittee of the Board of Directors to develop and secure new development opportunities.
- In consultation with the Executive Director seek out and build relationships with potential donors & sponsors, whilst overseeing and maintaining relationships with existing donors.
- Provide regular reports to the Fundraising Subcommittee on performance against targets.

Prepare and oversee Griffin's Development Plan ensuring all Griffin staff and its Board are active in its implementation and that it aligns to Griffin's Strategic Plan.

- In liaison with the team, develop a robust Development Plan that delivers innovation to existing offerings, identified and develops new incomes streams, and aligns to Griffin's Strategic Plan.
- Prepare and manage budgets and other financial aspects of the Development Plan.

Manage Griffin's Capital Campaign Plan, liaising with the Capital Campaign Committee, Capital Campaign Consultant, Executive and Board to achieve target and milestones.

- Recruit, solicit and service the Capital Campaign Committee
- Finalise the Case for Support and develop specific proposals for lead and major gifts
- Engage and cultivate Griffin's largest current donors and prospects in one-on-one meetings and targeted cultivation activities/events as part of the Lead Gift Phase.
- Identify, cultivate and solicit major gifts, including, foundations and potentially corporate partners as part of the Major Gifts Phase will also include planning and preparation for the public phase.
- Ensure appropriate recognition and stewardship throughout the campaign.

Be responsible for the management of solicitation and stewardship programs, developing, enhancing and sustaining strong connections with donors, sponsors, partners and government.

- Manage and grow annual giving programs including Production Partners, Griffin Studio Donors, Griffin Studio Workshop, and Griffin Women, among others, including communication, engagement and stewardship plans.
- Oversee End-of-Financial Year campaign, developing strategy in consultation with the team and key contractors.
- Prepare briefing notes for the Executive Director, Artistic Director and/or Board members in support of major donation and sponsorship requests and submit regular reports to the Board on progress against targets.
- In consultation with the Executive Director, determine a framework for recognition of supporters of the company, and working with the Executive Director and Associate Producers, ensure supporters receive appropriate levels of benefits.
- Explore funding from philanthropic trusts and foundations when opportunities arise.
- With approval from the Executive Director, seek and secure additional funding through Government or other bodies, in support of new works as produced by the Company.

Support effective fundraising and ensure appropriate governance structures are in place for effective and best practice fundraising, including oversight of the CRM database as it relates to development.

- Ensure Tessitura is utilized effectively to support the activities of the Development team and wider company activities
- Ensure all reporting requirements in relation to fundraising are met and complied with by the company.
- Stay up-to-date with best-practice fundraising and connected to changes in the wider charity sector

Plan and manage a program of hospitality and fundraising events.

- Manage an annual program of fundraising events that are sustainable within current resources.
- Work effectively and supportively with key departments on the delivery of these events.

Participate as part of a team, specifically performing a leadership role, to effectively plan and deliver sustainable seasons of the Company's activities.

- Attend rehearsals, production meetings and performances as necessary.
- Represent the Company to industry and government groups as required by the Executive Director.
- Contribute to making Griffin activities and operations more environmentally sustainable.
- Other tasks/duties as directed from time to time.

Selection Criteria:

Experience and Skills:

- Demonstrated success in the development and implementation of fundraising strategies and achieving results across philanthropic support, corporate sponsors and grants.
- Experience in developing and implementing strategic development plans, including an innovative approach to engagement, stewardship and partnership models.
- Capital campaign experience is desirable.
- Advanced communication, presentation and negotiation skills, including managing and mentoring staff.
- A proven track record of nurturing strong and productive relationships with donors.
- Affinity for working in an arts and culture environment, together with the ability to represent and advocate on behalf of Griffin to existing and potential donors and corporate partners.
- Demonstrated ability to manage projects involving multiple deadlines, budgets.

Attributes:

- Generous and warm demeanour
- High level of authenticity
- Honest and transparent
- Collaborative team player

APPLICATION REQUIREMENTS

Applicants should submit the following:

1. A written application (no more than 3 pages) addressing the Selection Criteria
2. A current CV and contact details of 2 referees.

Selection Process:

The applicants with the most relevant experience will be invited to have initial exploratory discussions with Jocelyn Kelty, Director, Richmond Associates, Australia Office.

Interviews with Griffin Theatre are scheduled to take place on or around 28 June 2022.

CLOSING DATE FOR APPLICATIONS IS WEDNESDAY 22 JUNE 2022

Please send your application to the Richmond Associates, Australia Office:

By email: info@richmond-associates.com

Phone: +61 2 8218 2185