

SLINGSBY

- Journey In Wonder -

- Title:** Director of Impact and Development
- Contract Commencement Date:** 11 October 2021
- Termination Date:** 31 December 2023
- Employment type:** Full time, Fixed Term
- Reporting to:** Slingsby Board of Directors and CEO
- Remuneration:** \$90,000 full-time salary + 10% SGC

ABOUT SLINGSBY:

Purpose:

To create theatre that inspires hope.

Vision:

To awaken wonder in the lives of our community.

Values:

We value curiosity, empathy, integrity, collaboration, access and inclusion.

POSITION OVERVIEW

The Director of Impact and Development is a senior leadership role with a focus on business development, securing investment, building high-level strategic partnerships and enriching the company's impact in the community.

Supported by the General Manger and Accountant, the Director of Impact and Development will ensure sound business management, enabling the company to achieve its vision, mission and values.

Job Specifications

The Director of Impact and Development's key areas of responsibility are:

Strategic Planning and Vision:

Implement the company's national and international market development strategy

Manage the annual strategic planning processes, operational plans and reviews.

Implement Slingsby's Strategic Plan in collaboration with Board, Artistic Director and staff

Participate in planning via company and staff meetings, and strategic planning reviews

Finance:

Accountable for the effective financial management of the company including:

- Developing and review of the annual budget including stretch fundraising targets
- Provision of robust financial reports to the CEO and Board and Finance Subcommittee
- Oversight of the day to day financial process undertaken by the General Manger and accountants, supporting the end of year preparation of accounts and audit

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Funding and Development:

Development and maintenance of external relationships with current, past and future sponsors, philanthropic funders, funding bodies and other key stakeholders
Lead Business Development planning and implementation
Develop long-term and short-term funding strategies and implement fundraising campaigns
Prepare, submit and acquit investment applications to Foundations and Philanthropists to support the organisation and program.

Human Resources:

In collaboration with the CEO and Board create a positive working environment and culture for all permanent, part time and casual staff.

In collaboration with the Artistic Director, identify project and contract staff

Develop position descriptions, recruit and appoint (including development of contracts) administration, management and development staff

Supervise and support management and administrative personnel

Oversight the Human Resources processes by the General Manager including:

- Administer staff contracting
- Manage payroll including leave provisions
- Coordinate annual staff reviews and staff professional development processes
- Monitor, communicate and implement industrial awards and legislation changes

Marketing:

Represent the company within high level arts networks and events when required

In consultation with the CEO draft, develop and deliver Slingsby's marketing plans

In collaboration with the CEO, manage public relations functions

Ensure the company is represented in other relevant networks

Artistic:

Support the Artistic Director/CEO with the creation and appraisal of new works

Support the Artistic Director/CEO to source artistic collaborators

Support the Artistic Director/CEO to source and establish creative partnerships

Projects and Producing:

Oversee the effective delivery of all projects and tours for Slingsby

Identify, develop and negotiate project parameters, in alignment with the strategic plan

Lead and negotiate key contracts with presenters, artists and project specific stakeholders

Sign contracts for the company when required

Workshops and Residencies:

In collaboration with the Artistic Director and Education Coordinator develop and oversee the workshops and residencies program

In collaboration with the Artistic Director and Education Coordinator, plan and manage Slingsby's education program

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Board and Governance:

Management of the Company's legal and corporate affairs to ensure statutory obligations are properly discharged.

Manage, develop and oversee organisational risk management, business continuity planning and WHS system.

Attend Board meetings and prepare Board Reports as required.

Selection criteria:

- Passion for the arts and culture.
- Creative and strategic thinking to respond to changes in the delivery of arts experiences.
- Strong communication and team leadership skills.
- Ability to work in a small, adaptable team and with multiple short-term and freelance contractors.
- Sound knowledge of the international performing arts market an advantage.
- Strong financial acumen.
- Excellence in relationship building on a small and large scale - creative and strategic partnerships, fundraising, nurturing key local supporters.

Recruitment:

To apply, please send your cover letter, response to the selection criteria and CV with two referees to recruitment@slingsby.net.au before Thursday 23 September 2021, 5:30pm ACST.