

# Business Development Manager

## Applicant Info Pack

### Tantrum Youth Arts

#### Make Noise. Make Connections. Make Change.

Tantrum Youth Arts is seeking a passionate and driven Business Development Manager to join our team.

We are a small but noisy team of change-makers and artists. We exist to amplify the creative voices of young people, emerging artists and community members in the Hunter region through our distinctive creative programs. At an exciting stage in our organisation's journey, we are thrilled to invite a new Business Development Manager aboard to help drive growth in our organisation and create a vibrant and sustainable future for Tantrum.

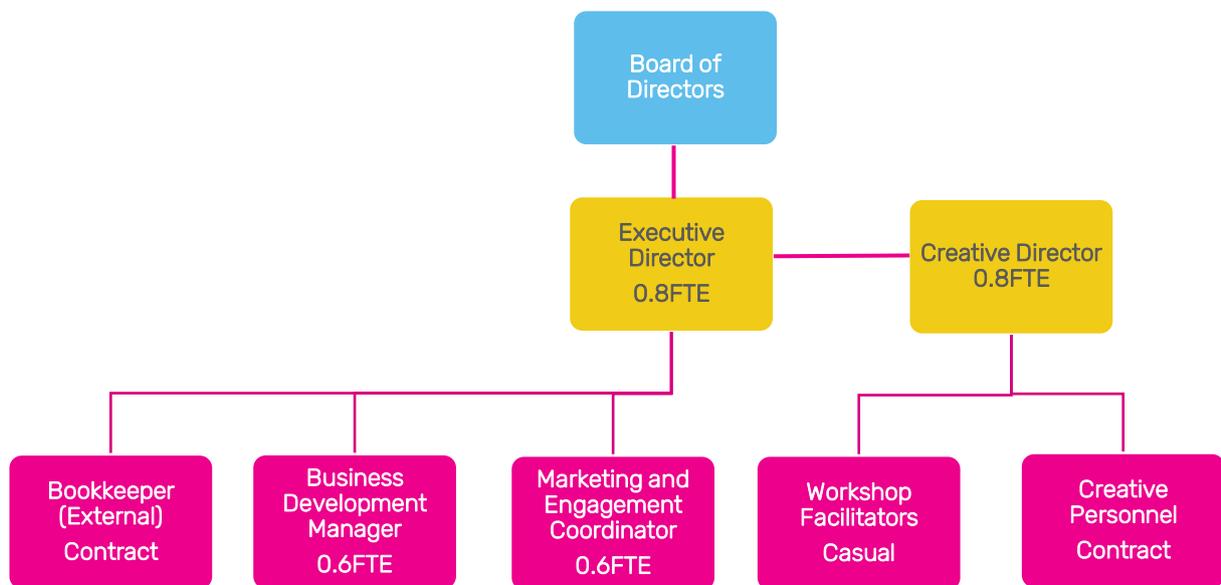
#### About Tantrum

Tantrum is the leading youth arts organisation in the Hunter and a not-for-profit co-operative. Our mission is to empower young people with creativity, confidence and connectedness so they can positively shape their lives and the world around them. We achieve this through multi-artform workshops and projects, bringing together young people, emerging artists and industry professionals to make new art.

Tantrum was established in Newcastle in 1976. Since then, the company has grown from its humble beginnings as a weekend drama workshop to a nationally-respected arts organisation. We are focused on creating employment in the performing arts sector in the Hunter and on developing skills and confidence in young people aged 5-30.



# Organisational Chart



## Position Description

**Position Title:** Business Development Manager

**Purpose of Position:** The Business Development Manager is responsible for developing and executing a diversified fundraising strategy for Tantrum which is aligned with our Strategic Plan. The Business Development Manager will grow financial support for Tantrum and broker key strategic partnerships to build the sustainability of our programs and operations.

<b>Position Type</b>	Part-time, 0.6FTE.  Initial 12-month contract with option to extend.
<b>Salary &amp; Conditions:</b>	\$75,000 negotiable full-time equivalent (paid pro rata based on hours worked) plus superannuation  Four weeks annual leave (pro rata) plus an additional week of paid Wellbeing Leave each year.
<b>Location:</b>	Merewether, NSW (with the opportunity to work remotely as negotiated with the Executive Director)
<b>Reporting Responsibilities:</b>	The Business Development Manager reports to: Executive Director  The Business Development Manager works closely with: Creative Director, Marketing and Engagement Coordinator  Direct reports: Nil

## Key Duties and Responsibilities

### Strategy

- Contribute to the development of a diversified fundraising strategy for Tantrum in collaboration with the Executive Director and Board of Directors
- Identify and secure funding opportunities for existing programs and to develop new programs.

### Fundraising and Development

- Develop and manage an Annual Giving Program/Calendar including donor engagement, acquisition and stewardship.
- Write and review grant applications and manage acquittals for philanthropic funding.
- Grow commercial income opportunities, including corporate and commercial sponsorship, gifts in kind (including professional services) and collaborative partnerships.

### Stakeholder Relationships

- Expand Tantrums networks at senior levels within the community, arts and political arena to raise the profile of Tantrum and drive revenue.

- Collaborate with the Executive Director to develop strategies for engaging the Board, Staff and Alumni in Tantrum's fundraising.
- Establish and maintain strong systems to support stakeholder relationship management and engagement

## Selection Criteria

### Essential

- Demonstrated experience in a fundraising or business development role.
- Demonstrated experience in developing and coordinating annual giving programs and strategies for donor cultivation and stewardship.
- Outstanding interpersonal skills, and demonstrated capacity to build and maintain strong relationships with a range of stakeholders including donors, businesses and funding bodies.
- Highly developed written communication skills and experience writing a range of grant applications, proposals and pitch documents.
- High level time management skills with proven ability to manage competing priorities and work to tight deadlines.
- Demonstrated alignment with Tantrum's values and an appreciation of the power of creativity as a tool for social impact.

### Desired

- Excellent understanding of the philanthropic sector, knowledge of best practice strategies and current trends in philanthropy.

## How to Apply

Applicants are asked to provide:

- Your CV including 2-3 referees
- A cover letter (max 3 pages) responding to the Selection Criteria
- Please send your complete application to the Executive Director, Tamara Gazzard, at [tamara@tantrum.org.au](mailto:tamara@tantrum.org.au)

**Applications are due by 5.00pm on Wednesday 31 August 2022.** Shortlisted applicants will be invited to an interview in the week commencing 5 September 2022. The position will commence in October 2022, with the specific start date to be negotiated with the successful applicant.

If you require further information about the role or support with your application, please direct your enquiries to Executive Director Tamara Gazzard:

E: [tamara@tantrum.org.au](mailto:tamara@tantrum.org.au)

Ph: 02 4929 7279