POSITION DESCRIPTION			
TITLE	**Director of Philanthropy**		
DEPARTMENT	Philanthropy	**VERSION DATE**	October 2026
TEAM	Executive	**REPORTS TO**	Artistic Director & CEO
DIRECT REPORTS	None initially	**INDIRECT REPORTS**	Operations Coordinator
KEY INTERNAL WORKING RELATIONSHIPS	• Artistic Director & CEO • Director, Artistic Operations & Deputy CEO • Director, Finance • Directors & Trustees of ATC entities • Marketing team • Head of Learning and Participation	**KEY EXTERNAL RELATIONSHIPS**	• Donors • Chairs of major giving circles • Foundation North, Lottery Grants Board and gaming trusts • Private trusts, foundations and family offices • Fundraising Institute of Australasia (FIA) • Philanthropy New Zealand | Tōpūtanga Tuku Aroha o Aotearoa
WORKING CONDITIONS	• Based at ATC Studios, Balmoral • Pool car available for work use • Regular evening and weekend work at ASB Waterfront Theatre and other venues for performances, donor events and hosting • Occasional out-of-town travel • Work-from-home flexibility	**KEY SUPPLIER RELATIONSHIPS**	• CRM database (Tessitura) suppliers • Donor event catering and hospitality suppliers
INTERNAL MEMBERSHIPS	• ATC Senior Leadership Team • Budget Managers Group	**EXTERNAL MEMBERSHIPS**	Not applicable.
DELEGATIONS OF AUTHORITY	Budget holder for the annual Philanthropy income and expenditure budget. Negotiates gift agreements, funding contracts and naming opportunities, and recommends them for signing.		

AUCKLAND THEATRE COMPANY

Auckland Theatre Company (ATC) introduced itself to the world in 1993 under the leadership of Simon Prast with the world premiere of David Geary's *Lovelock's Dream Run*, directed by Raymond Hawthorne ONZM at the Watershed Theatre. Artistic Director Colin McColl ONZM then led the Company from mid-2003 to 2021 – an unprecedented 18 seasons in which ATC established a permanent rehearsal base at Balmoral and, after a decade of dreaming, planning and fundraising, opened ASB Waterfront Theatre in Wynyard Quarter in 2016, giving theatre-makers a platform to work at scale.

Today the Company is led by Artistic Director & CEO Jonathan Bielski. Our purpose, '*powerful storytelling that connects communities and enriches lives*', is delivered through five programme strands. We:

1) Produce theatre of scale and ambition – outstanding New Zealand and international work that thrills audiences and builds community.
2) Develop new work by New Zealand artists that reflects our community and nurtures the next generation of storytellers.
3) Inspire and engage young people, both through school and independently.
4) Lead the performing arts sector, offering professional development and resources for theatre workers.
5) Programme ASB Waterfront Theatre as a cultural asset for Aucklanders.

With six to eight productions a year, a thriving Youth Company, rehearsal studios at Balmoral and a 675-seat theatre to call home, ATC looks to its next 30 years ready to create theatre for the ever-changing audiences of Aotearoa's largest multicultural city.

POSITION PURPOSE
The Director of Philanthropy leads ATC's philanthropy strategy and the programmes that deliver it – individual giving, major gifts, bequests, trusts and foundations, and the capital endowment – so that contributed revenue grows year on year and becomes dependable enough to plan against. Contributed income underpins every strand of ATC's work – from the scale of our season and new work by New Zealand artists to Youth Arts and Creative Learning across Tāmaki Makaurau and the running of ASB Waterfront Theatre. The role is accountable for a research-informed, Board-adopted strategy and the annual plan and income targets that flow from it; for the donor pipeline from first gift to major gift and bequest; and for every supporter's experience of ATC. It works closely with the Board and Artistic Director & CEO, directing and preparing their time with donors and prospects.

1. **WHAT YOU WILL DO**

PHILANTHROPY STRATEGY	
Strategy, research and annual planning	• Develop ATC's multi-year philanthropy strategy for approval by the Artistic Director & CEO and the Board. • Translate it into an annual plan and calendar of moves management, stewardship and asks, events, applications and reporting deadlines. • Research the ATC community and beyond to identify opportunities. • Test new income streams and giving products; retire those that underperform. • Track philanthropic trends and best practice in Aotearoa and internationally, including changes to charitable giving, donation tax credits and arts funding.
Board and leadership engagement	• Advise the Artistic Director & CEO and Board on philanthropy strategy, performance and risk. • Report regularly to the Artistic Director & CEO and Board on income against target, pipeline, and moves management. • Equip the Artistic Director & CEO, Board and Foundation trustees to open doors and join asks, with briefings, proposals and follow-up.
Audience-to-donor pipeline	• Identify and cultivate audience members, subscribers and Take A Seat supporters with the capacity and inclination to give more. • Make the major gifts and bequest giving journey on ATC's website and ticketing path simple, prominent and well written.

PHILANTHROPY PROGRAMMES	
Major gifts	• Build and actively manage a portfolio of major gift donors and prospects. • Research and rate prospects for capacity, inclination and connection, and maintain a prioritised pipeline. • Design and execute individual cultivation, solicitation and stewardship plans – who asks, when and for what. • Negotiate and document multi-year and named gift agreements.
Bequests	• Develop and launch a bequests programme including marketing content, collateral, and an online platform. • Be the sensitive, discreet first point of contact for supporters considering a gift in their will. • Keep confidential records of pledged and confirmed bequests, and steward bequestors throughout their lives. • Work with executors, solicitors and advisers to administer realised bequests.
Endowment campaign	• Develop an endowment strategy setting out the purpose, target, governance and investment of endowed funds. • Design and launch ATC's endowment campaign: case for support, target, gift table, naming opportunities, leadership committee, phasing and counting policies. • Lead the campaign through every phase, from identification to stewardship, directing ATC's leadership in their roles.

TRUSTS & FOUNDATIONS	
Grants strategy and pipeline	• Work with a part-time Grants Officer to maintain a register of relevant trusts, foundations, gaming trusts and public funders, with criteria, deadlines and relationship history. • Match ATC's work to funder priorities and build an annual applications calendar. • Build relationships with programme managers and trustees at key funders with private trusts and family foundations.
Applications and accountability reporting	• Write or oversee high-quality applications, gathering the artistic, participation, audience and financial information each requires. • Deliver every accountability report on time and in full, evidencing outcomes against what was funded.

EVENTS & COMMUNICATIONS	
Stewardship	• Deliver a year-round stewardship programme so every donor is thanked promptly, acknowledged correctly and shown the impact of their gift. • Set service standards for receipting, thanking and acknowledgement, including timeframes and tone. • Manage major gifts and bequest donor recognition across house programmes, signage, the website and annual report, honouring each donor's preferences on contact, recognition and anonymity. • Manage major gifts and bequest donor ticketing, seating, hospitality and access needs with the ASB Waterfront Theatre Ticketing team.
Donor events	• Plan and deliver an annual programme of small donor and prospect events – on time, on budget and to a standard that reflects ATC's work. • Brief and support the artists, creative teams, staff and Board members who host them.
Donor communications	• Write and oversee donor communications, including impact reports, proposals, invitations and acknowledgements. • Work with Marketing so philanthropy is visible and on message across ATC's channels, collateral and season launch

DATA & INSIGHTS	
CRM, data and insight	• Own ATC's philanthropy data, ensuring every interaction, proposal, meeting note, pledge and gift is recorded promptly and accurately in the CRM. • Set and enforce data standards – deduplication, salutations, consent, coding and gift attribution – working with the ASB Waterfront Theatre Ticketing team where donor and audience records meet. • Use data to segment audiences and donors, identify prospects and inform the timing and level of asks. • Hold, use and share donor information in line with the Privacy Act 2020.

LEADERSHIP AND ADMINISTRATION	
Team leadership	• Develop and lead the Philanthropy team, setting clear objectives, standards and priorities. • Manage recruitment, induction, performance and development of direct reports. • Manage workload and resourcing across a calendar with sharp seasonal peaks.
Senior leadership	• Contribute to ATC's strategy, planning and culture as a member of the Senior Leadership Team. • Represent ATC confidently and articulately to external stakeholders.
A culture of giving across ATC	• Build understanding and confidence among staff, artists and Board so everyone can speak about philanthropy and support donor relationships.

Budgets and forecasting	• Set the annual philanthropy income and expenditure budget with the Artistic Director & CEO. • Manage the budget, forecasts and reporting with support from the Director, Finance. • Provide Finance with the information required for annual accounts and audit.
Philanthropy administration	• Process all gifts promptly and accurately, ensuring restricted gifts are recorded, spent and reported on as intended. • Work within the FIA Codes of Ethics and Professional Conduct and the Charities Act 2005, keeping a register of gifts considered under ATC's gift acceptance policy.

HEALTH, SAFETY & WELLBEING	
Health, safety & wellbeing	• Take responsibility for your own and the team's safety and wellbeing, leading a culture where people look after themselves and each other. • Follow ATC's health and safety policies and procedures. • Manage your workload to avoid fatigue, and tell the Artistic Director & CEO if stress becomes an issue.
Philanthropy functions	• Plan all functions and events with the health and safety of guests, artists and staff in mind. • Apply the donor engagement policy, including its limits on alcohol. • Work with function managers to meet host responsibilities.

CULTURAL COMPETENCY	
Te Tiriti o Waitangi	• Have or develop knowledge of Te Ao Māori (the Māori world view), tikanga Māori (protocols and customs), te reo Māori and Te Tiriti o Waitangi.
Multicultural Auckland	• Understand the protocols and sensitivities of Auckland's diverse communities. • Build a supporter base that reflects the diversity of Tāmaki Makaurau, engaging communities ATC has not historically reached.
Deaf & disabled communities	• Have or develop an appreciation of the barriers Deaf and disabled Aucklanders face in the arts. • Secure gifts that support the inclusion of Deaf and disabled people as audiences, artists and staff.
Accessibility and inclusion	• Commit to inclusive practices that make ATC's philanthropy programme open and welcoming to all. • Ensure donor events, communications and materials are accessible and inclusive.

2. WHAT SUCCESS LOOKS LIKE

EXPECTED OUTCOMES

- A clear, costed, Board-approved philanthropy strategy with ambitious but achievable targets, built into ATC's annual planning calendar.
- Philanthropic income grows year on year and the annual income target is met or exceeded, making revenue more secure and predictable.
- The pipeline from audience member to donor, Patron and bequestor is visible, measured and actively managed.
- The major gift pipeline is documented and sufficient to meet targets with margin, and major gift income grows with a rising share committed over multiple years.
- Pledged and confirmed bequests grow year on year, building a dependable long-term source of income.
- The endowment strategy is adopted and the campaign launches with a credible target, a tested case for support and lead gifts secured in the quiet phase.
- No relevant funding round is missed, trust and foundation income grows and diversifies, and application success rates improve.
- Every gift is receipted and thanked within the agreed timeframe, with accurate recognition and high donor satisfaction.
- Donor records are accurate and complete in the CRM, the department operates within budget, and ATC meets its privacy, ethical and gift-processing obligations.
- The Board and leadership are well informed and actively contribute to the pipeline, and the team is high performing with a sustainable workload.

3. WHAT YOU WILL BRING

QUALIFICATIONS/EXPERIENCE

- At least six years leading fundraising or major gifts and bequests, with a record of personally securing gifts and meeting or exceeding income targets, preferably for an arts organisation
- Proven experience managing a major gift portfolio through research, cultivation, solicitation and stewardship.
- Experience or understanding of planning a capital or endowment campaign, from feasibility and quiet phase to public launch.
- Experience delivering a fundraising strategy and annual plan, including forecasting and reporting.
- Proven success with trust and foundation applications and accountability reporting.
- Experience managing budgets and leading a small team.
- A regular arts-goer with a passion for the arts in Aotearoa, especially the performing arts.
- A current, clean driver's licence.
- The legal right to live and work in New Zealand.

CORE COMPETENCIES

- Exceptional writing – a proposal, appeal, case for support or thank-you letter, each in the right register.
- Outstanding interpersonal skills: able to build trusted relationships with donors, Board members, artists and colleagues, and confident asking for money in person.
- A confident speaker and host who puts guests at ease and connects with people from all walks of life, with excellent personal presentation.
- Poise, tact and discretion, especially with confidential wealth, health and bequest information.
- Strong administrative and systems skills, with experience of Tessitura, Raiser's Edge, Salesforce or a similar CRM.
- The ability to work under pressure and prioritise a varied workload, both independently and as part of a team.

DESIRABLE

- A tertiary qualification in fundraising, marketing, communications, arts management or a related field
- Direct fundraising experience of a capital or endowment campaign and establishing or growing a bequest programme
- Experience working with a foundation, trust board or board fundraising committee
- Knowledge of the Aotearoa philanthropic and arts funding landscape, and an established network across Auckland's philanthropic, business and arts communities
- Experience using data and analytics to segment audiences and identify prospects
- An understanding of Te Ao Māori and tikanga, and/or Pasifika cultures and languages

...END..