

JOB DESCRIPTION

SUMMARY INFORMATION

Job Title: Philanthropy Coordinator
Reports to: Individual Giving Manager
Location of Job: Sydney on Gadigal Land
Appointment type: Full-time Permanent
(hybrid & flexible working arrangements available)

Our Vision

A music-rich future for all Australians.

Our Purpose

To connect all Australians to something bigger than themselves: to powerful music which awakens the spirit.

Our Mission

With chamber music at our artistic core, Musica Viva Australia creates memorable musical experiences for audiences at every stage of life and for musicians at every stage of development through Concerts, Education programs and Emerging Artist programs.

Purpose of Position

The Philanthropy Coordinator plays a vital role within the Development Department as the administrative backbone of the team. The position exists to deliver database support, budget maintenance, event coordination and other administrative duties related to Musica Viva Australia's individual giving and philanthropic activities.

Reporting/working relationships

The position reports to the Individual Giving Manager and works closely with the Philanthropy Specialist, in collaboration with the entire Development Team. The role is also a crucial support for the State Managers and their respective donor engagement activities.

Responsibilities:

Philanthropy

- Process all contributions, receipts and correspondence in accordance with the Donor Acknowledgment Policy
- Provide support in regularly updating the Donor Acknowledgment listings in print and online, including tracking this information in the company database (Tessitura)
- Manage the schedule of MVA Broadcast Club communications, including the creation and delivery of Broadcast Notes as part of the Gifts in Wills strategy
- Support the Individual Giving Manager in identifying, cultivating and stewarding prospective and existing donors and bequestors
- Contribute to campaign and appeal planning, data management, messaging and delivery – in particular supporting the Philanthropy Specialist with all aspects of the End of Financial Year Campaign and Giving Day
- Efficiently manage the Philanthropy inbox

Database Management (Tessitura)

- Be the champion user of the database, providing support and training to the wider Development Team, State Managers, and their teams as required
- Maintain a high level of database accuracy, actively updating donor and prospect records, and capturing key interactions and information
- Assess and enhance database capabilities, including creating custom lists and extractions for Development
- Help prepare and update data before and after key campaigns, including End of Financial Year and Giving Day
- Assist in analysing campaign results to inform reporting and future campaign planning
- Manage VIP invitation list, working in conjunction with the Box Office to allocate seating and organise VIP ticket collection, staffing the Guest Ticket Desk for all Sydney Concerts

Communications, Events and Administration

- Attend and assist with the delivery of development events in Sydney and Newcastle, including event organisation, set-up and delivery, coordinating with other departments, external contractors, and venues as required to deliver successful events
- Work with the Philanthropy Specialist and Marketing team to prepare content for all Development requirements – including giving programs and reports, campaigns and appeals, event and partner collateral, performance programs, Company enews, donor enews, annual reports and all other communications as required
- Manage the preparation and dissemination of electronic communications through Wordfly, including the bi-monthly donor e-newsletter, donor and VIP event invitations, Members' Council updates
- Manage enquiries from post-concert surveys
- Maintain the Development communication and events planner to ensure all department activity and messaging is on track
- Maintain team financial processes, including tracking department expenditure against budget and reconciling department credit card expenditure
- Coordinate the weekly Development team meeting and other regular interdepartmental meetings, disseminating agendas and taking accurate minutes
- Establish and maintaining systems that facilitate the streamlined delivery of all departmental processes
- Assist Development Team members with any other administrative duties as required
- Develop relationships with industry stakeholders, supporters and advocates and represent Musica Viva Australia in the Development sector, enhancing perceptions and raising profile
- Promote the importance of Development internally and externally and the role of all staff in providing excellent experiences for our partners.

Organisational Responsibilities

- Maintain healthy work relationships with volunteers and other staff members.
- Attend meetings as required.
- Contribute to regular and ongoing quality improvement and funder-required accreditation activities.
- Participate in professional and performance development activities and remain up-to-date on current knowledge and skills related to the position.
- Take reasonable care for your own health and safety and for the health and safety of anyone else who may be affected by your acts or omissions at the workplace.
- Hold a valid Working with Children Check. MVA will cover the cost of obtaining or renewing the check.
- Maintain the highest ethical standards, confidentiality and cultural awareness when dealing with others.
- Adhere to workplace policies, procedures, and systems, as amended from time to time, in particular those that address workplace health and safety, anti-discrimination, bullying and harassment and privacy.
- Contribute to the overall well-being of the organisation and avoid participation in any activity that might be harmful to the good operation, health, or reputation of the organisation.
- In addition to the duties outlined above, the position holder is also required to perform such other duties as may be directed, provided these are within their competency or training, from time to time.

Knowledge, Skills, Qualifications & Abilities

- Excellent relationship building and stakeholder skills
- Attention to detail with excellent oral and written communication skills
- Systematic problem solver and researcher – proficiency in collating and analysing information
- Process-oriented, efficient and well organised demonstrating an ability to prioritise
- Team player – friendly, willingness to learn and can-do approach to work and life
- Well-presented, demonstrating confidence and a passion and/or interest in the arts, particularly classical music and music education
- Knowledge of Tessitura or similar donor database/CRM programs
- Proficiency in Microsoft Office (Word, Excel and PowerPoint)
- Ability to undertake occasional out of hours work for concerts and events
- Experience using email direct marketing platforms desirable
- Working with Children Check required.
- Driver's licence and Responsible Service of Alcohol certificate desirable

To apply:

Send your resume and a letter (maximum 2 pages) introducing yourself and addressing the knowledge, skills, qualifications and abilities detailed above to jobs@musicaviva.com.au.

Note: In the subject of the email, add the following code **PHCO26 and your full name**. Applications not including this code may not be correctly processed.

For an informal chat about the roles and MVA please contact Mathew Westwood, Individual Giving Manager, by email mwestwood@musicaviva.com.au or Jennifer McCleary, People and Culture Manager, by email jmccleary@musicaviva.com.au

MVA is a family-friendly and flexible employer committed to equity and inclusion. We welcome applications from First Nations people and people from diverse cultural and regional communities. We welcome applications from people who identify as having a disability. If at any stage of the recruitment process, you require any accommodation due to a disability please let us know.

Applications close : 30.04.2026