Position Description
Development Assistant

BELL SHAKESPEARE.

Reports to:	Philanthropy and Major Gifts Manager	PD Classification:	Assistant
Team:	Development	Status:	Full time
Salary Range:	$57,000-$60,000	Effective Date:	January 2026

Position Holder Signature:	
Manager Signature:	

Role Purpose

To work with the Philanthropy and Major Gifts Manager, Partnerships Manager, Development and Events Manager and Head of Marketing and Development, to maintain and develop the Company's philanthropic and corporate supporter base.

Intent of Position Description

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by staff in this role. Staff members may be requested to perform job-related tasks other than those specifically presented in this description. Role Descriptions may also be modified from time to time to reflect usual growth and change of role.

Significant Working Relationships

Direct reports:
None

Key Relationships:
- Head of Marketing and Development
- Philanthropy and Major Gifts Manager
- Philanthropy Coordinator
- Partnerships Manager
- Development and Events Manager
- Marketing Team
- Education Team
- Company Managers
- Artistic Administrator
- Production Managers

Key Result Areas

Key Result Area:	1. Philanthropy (Donor Administration and Trusts and Foundations)

Key Tasks
- Process donations and file all documentation in Tessitura (including annual donations, fundraising campaigns and donor circles);
- Maintain accurate record keeping of Tessitura data for all donors, foundations and government stakeholders
- Assist in the coordination of donor communications – including mail outs, receipting and acknowledgment of donations;

- Assist in the identification and cultivation of philanthropic and trust and foundation prospects, conducting thorough research on potential supporters;
- Work with colleagues to maximise the capabilities of Tessitura for tracking and reporting;
- Arrange tickets and hospitality for donors and prospects as required;
- Prepare the donor listing for Bell Shakespeare's website and printed collateral;
- Assist in the creation of applications, reports and acquittals for Trusts and Foundations as required;
- Send birthday, thank you, and other acknowledgement cards and letters to donors as required; and
- Monitor the Development giving inbox.

Key Result Area:	2. Corporate Partnerships

Key Tasks
- Assist the Partnerships Manager as required in the maintenance of key stakeholder relationships through the delivery of sponsorship benefits including management of ticket allocations, corporate hospitality, special offers and promotions, marketing and social media inclusions;
- Assist in the delivery of sponsored learning & development activities, including sponsored touring performances, national competitions, internships, seminars and mentorship programs;
- Assist in researching corporate partner prospects;
- Assist in accurate record keeping and reporting to partners including collation of information, data and content; and
- Record key information for corporate partnerships and venue hire clients in Tessitura.

Key Result Area:	3. Events

Key Tasks
- Work with the Development and Events Manager and other team members to administer events for the development team; taking responsibility for tasks as delegated such as printing name tags and setting up event spaces;
- Assist the Development and Events Manager with invitation lists, RSVPs and final guest lists;
- Support the Philanthropy Coordinator and other members of the team to record donor, partner and prospect activity following development events.

Key Result Area:	4. Build and maintain relationships and communications with stakeholders

Key Tasks
- Represent Bell Shakespeare at development events, as a friendly and welcoming face for donors, partners and supporters;
- Work with colleagues to capture relevant and engaging content for website, blog and donor e-news; and
- Ensure all communications, including invitations, are delivered to stakeholders as appropriate and in a timely manner.

Key Result Area:	5. Development Profile (internal and external)

Key Tasks
• Represent Bell Shakespeare in the Development sector, enhancing perceptions and raising profile; • Assist Development colleagues in the identification and cultivation of leads and prospects; • Assist in the development and management of relationships with key stakeholders; • Promote the importance of philanthropy and partnerships within the organisation and the role of staff in providing excellent experiences for donors and prospects; • Be proactive in helping new Bell staff members to become confident company ambassadors.

Key Result Area:	6. Contribute as a member of the Development and broader Bell Shakespeare team

Key Tasks
- Participate in the review of development processes for increased efficiency;
- Contribute to the creation of the department's annual strategy;
- Attend regular departmental meeting and ensure appropriate contributions to agenda;
- Prepare agendas and record minutes as required;
- Attend and contribute where appropriate/possible to Bell Shakespeare staff meetings and committees.

Candidate for this role require:

SELECTION CRITERIA

Essential Criteria:
- Proficient with Excel and Microsoft Office Suite
- Excellent verbal and written communication skills
- Enjoys solving problems
- Organised with a strong attention to detail
- Strong team player and able to work autonomously
- Sociable and comfortable building relationships with internal and external stakeholders
- Ability to juggle tasks and manage competing priorities
- Minimum age 18+ years
- A valid visa with permission to work in Australia for a minimum of 2 years

Desirable Criteria
- Experience using Tessitura (ticketing and database) or similar CRM database
- Project/event management skills and experience
- Experience using the Adobe design suite, particularly InDesign
- Experience in Wordfly
- Experience/interest in the performing arts

Candidates for this role do NOT require:
- A tertiary qualification
- English as a first language
- An Australian driver's license
- Australian citizenship or permanent residency

Bell Shakespeare is an equal opportunity employer committed to employing a diverse staff. In line with this commitment, we encourage applications from Aboriginal and Torres Strait Islander people, people with a disability, mature age workers, people from diverse cultural and linguistic backgrounds and LGBTQIA+ people. We believe that Shakespeare is for all.

APPLICATION:

If you are interested in the role, please send through an application for the attention of:
Ell Katte, Philanthropy and Major Gifts Manager hr@bellshakespeare.com.au

Your application should include:
- Your CV (including contact details of two referees)
- A cover letter demonstrating how your experience matches the selection criteria in relation to this position.

Closing date for applications is **10am, Monday 19 January.** If you have any questions about the role, please contact Ell Katte, Philanthropy and Major Gifts Manager, at ellk@bellshakespeare.com.au.