

POSITION DESCRIPTION

Position Title	Philanthropy Manager
Reports To	Head of Development
Department	Development
Contract Period	12 month maternity leave cover
Classification	MRC EA 2025 Grade 5.1 + superannuation guarantee
Date	27 May 2026

About Melbourne Recital Centre

Melbourne Recital Centre is an award-winning live music venue; where artists and audiences build a lifetime of experiences. We strive to create wonder for everyone, in and beyond the Centre and inspire our community through music.

With a unique focus on music, the Centre presents and hosts hundreds of concerts each year, representing the pinnacle of the art form as practiced by local and international performers traversing all genres of music. And our impactful learning and access activities provide opportunities for Victorians of all ages and backgrounds to experience and engage with music and the Centre in new and exciting ways.

We acknowledge the traditional owners on whose land Melbourne Recital Centre stands – we pay our respects to Melbourne's First People, to Elders past and present, and to our shared future.

Our Vision

A future where music and storytelling are fundamental to everyone's lives.

Our Purpose

We amplify Australia's diverse music ecology to connect people and inspire positive change.

Our Values

Ambition	We experiment, ideate, and innovate with energy and enthusiasm.
Creativity	We are creative on and off stage to unlock new possibilities.
Collaboration	We are curious and connected, finding strength in sharing and learning.
Enrichment	We work to ensure artistic, social, financial, and environmental benefit.
Inclusivity	We champion accessibility and diversity so everyone feels welcome.
Integrity	We are honest, transparent, trustworthy, generous, and kind.

Our Ethos

Music is a universal language. It's the heart and soul of what we do and has the power to connect, transform and transcend. We're for the music-lovers, the music-makers, and the sound creators, the administrators, and the operators, who unite to make music accessible for all.

Primary Purpose

The Philanthropy Manager leads the design and delivery of the Centre's philanthropy program, including the annual giving/Patrons program, acquisition campaigns, major gifts, and bequests. Our philanthropy program is based on a strategic, methodical, and well researched moves management process that prioritises deep relationship building, compelling communications, personalised stewarding, and an understanding of data to increase private sector/philanthropic support.

Accountabilities

- In conjunction with the Head of Development, and with the support of the Foundation Advisory Committee, co-develop and deliver upon an Individual Giving strategy with a special focus on growing the pipeline of new supporters, whilst ensuring a high retention rate for the Centre's annual giving and bequest programs.
- Manage a personal portfolio of donors and bequestors, with a focus on relationship building to ensure a high retention rate and increasing levels of giving.
- Work closely with a range of internal stakeholders to identify projects and strategic areas of need that can be leveraged to increase philanthropic support.
- Leveraging the Centre's ticketing database, online assets, and networks, create and manage compelling donor and bequest acquisition campaigns, with the support of the Development Coordinator and the Marketing and Visitor Experience team.
- Using sound fundraising principles, lead the design and delivery of effective donor stewardship, engagement, and acknowledgement programs, including an annual program of events and communications that help donors and prospects to feel close to the organisation and informed about the impact of their giving.
- Oversee the Development team's systems and processes to ensure accurate reporting and secure recording keeping, as well as timely receipting and gift acknowledgement in line with the Donations and Bequests Policy.
- Support the Head of Development in the identification and preparation of Trust & Foundation applications and acquittals.
- Other responsibilities as assigned from time to time.
- Maintain and observe all current Health and Safety policies and procedures and take reasonable care for own health and safety and that of other persons that may be affected within the MRC in accordance with the MRC's Health and Safety policies and procedures.
- Actively promote and represent the Melbourne Recital Centre's principles of service excellence.
- Ensure all activities comply with Melbourne Recital Centre values, policies, professional and ethical standards.
- Foster good working relationships with all Melbourne Recital Centre staff, clients, customers, and stakeholders and promote a positive and co-operative working environment.
- In this position you will come into contact with a large amount of information, interact with a range of stakeholders, and be privy to a range of commercial-in-confidence issues that must be treated with strict confidentiality and sensitivity. The incumbent must have the ability to exercise a high level of judgement and maintain confidentiality when dealing with these issues.

Key Relationships

Internal

- CEO (*as required*)
- Head of Development (*daily*)
- Development Coordinator (*daily*)
- Marketing and Visitor Experience team (*regularly*)
- Melbourne Recital Centre senior management team (*regularly*)
- Board of Directors (*as required*)
- Foundation Advisory Committee (*as required*)
- Other MRC staff (*daily*)

External

- Prospects and current donors (*regularly*)
- Clients and stakeholders of the Development department (*as required*)
- Contractors, suppliers and associated third parties (*as required*)

Key Selection Criteria

- Demonstrated experience, ability and success in leading individual giving campaigns, managing patron, bequest and regular giving programs, and making face-to-face philanthropic asks.
- Thorough understanding of moves management, donor motivations, and fundraising principles.
- Exceptional interpersonal skills, demonstrating a high level of emotional intelligence, professionalism, and discretion.
- Demonstrated ability to craft compelling written communications with a high level of attention to detail.
- Ability to prioritise workloads, manage competing deadlines and work within a small team.
- Well-developed computing skills including a high level of proficiency with Microsoft office suite, and ability to work with or learn a range of other software including; Adobe creative suite, Tessitura ticketing software and Artifax event management software.
- Highly developed analytical skills and the ability to manage sophisticated account data and budgets.
- Demonstrated experience working in a management role with minimal supervision, working collaboratively in a small team environment.
- Demonstrated experience as a proactive and self-starting individual who takes responsibility for own actions and results.
- Knowledge of and passion for music and the live music sector (desirable).

Other Relevant Information

- The position is based at 31 Sturt Street, Southbank.
- The recommended applicant is required to undertake and maintain a National Police Check, Working with Children Check (WWCC), Responsible Serving of Alcohol Certificate, and hold valid working rights.
- The position will involve irregular hours including evenings and weekends and considerable flexibility will be required.
- Melbourne Recital Centre is an Equal Opportunity Employer.
- Melbourne Recital Centre offers an inclusive workplace that promotes and values diversity. We welcome and encourage applications from people of all backgrounds, ages, religions,

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including Aboriginal and Torres Strait Islander Peoples, LGBTQIA+ people, those with disability, women and people with cultural or linguistically diverse background. We embrace flexibility as a key principle to allow our people to manage the changing demands of work, personal and family life.

- Melbourne Recital Centre provides a smoke free environment.

OH&S Responsibilities

In the context of Occupational Health and Safety policies, procedures, training, and instruction, as detailed in Section 25 of the Occupational Health and Safety Act 2004, employees are responsible for ensuring that they:

- Follow reasonable instruction.
- Cooperate with their employer.
- Maintain and observe all current Health and Safety policies and procedures.
- At all times, take reasonable care for own health and safety and that of other persons that may be affected within the Workforce.