MALTHOUSEMALTHOUSE

DEVELOPMENT TEAM

DEVELOPMENT COORDINATOR
POSITION SUMMARY

Reports to:
Development Manager

Works closely with:
Executive Producer, Marketing & Communications team, Ticketing & CRM Manager, FOH Manager.

Position Summary:
The Development Coordinator is responsible for the execution of the organisation's fundraising strategy under the direction of the Development Manager. This includes assisting with strategic planning and acquisition of funding partners; delivery of hospitality and events, overseeing communications, and administrative tasks such as reporting and acquittal.

The role maintains a high level of internal and external communications, from internal departments to external sponsors, Government, corporate organisations, donors and trusts and foundations. The Development Coordinator is required to work closely in Malthouse Theatre's CRM, Tessitura, and possess a sound knowledge of financial administration and strategy in a development context.

This is a part time (0.6 FTE) position based at The Malthouse in Melbourne. Due to the nature of theatrical work, some evening and weekend work will be required. TOIL will be provided.

Company Profile
Malthouse Theatre stands as one of Australia's most daring and influential theatre companies — a place where ideas are tested, forms are broken open, and stories are told with urgency and heart. Rising from a legacy of independent and experimental practice with a focus on new work, Malthouse has become a vital force in contemporary Australian performance, driven by a belief in theatre as a living, transformational force in society.

At the core of Malthouse's work is a fearless commitment to new writing and bold new theatrical reimaginings, where artists are given the freedom to take risks and audiences are invited to think, feel, and be transformed. Malthouse platforms distinctly local voices, with a deep respect for First Nations artists, collaboration, innovation, and the power of live performance. In everything it does, Malthouse champions theatre that is rigorous, provocative, and profoundly human — theatre that reflects the complexity of the world we are currently experiencing and insists on imagining something better.

With the once in a lifetime development of Melbourne's new arts precinct about to unfold, Malthouse Theatre is poised to become its heart**.** Anchored by an outdoor area that is nothing short of legendary. It's a place where ideas collide and culture spills out beyond the stage, Sun-soaked, buzzing, and endlessly alive, it is absolutely unique in the city: a gathering ground for artists, audiences, and late-

night conversations that feel as vital as the performances themselves. At Malthouse, art isn't contained only in our theatres—it lives, breathes, and claims its space beyond the walls of our building.

Malthouse Theatre offers a range of benefits to employees, including access to complimentary and discount tickets, flexible work arrangements, generous discounts at our café and bar, and a free and confidential Employee Assistance Program.

Malthouse Theatre is an Equal Opportunity Employer. We are a theatre for all. First Nations, Aboriginal and Torres Strait Islander people, people with disability, LGBTQIA+ people, people of colour, and people from culturally and linguistically diverse, migrant and/or refugee communities are strongly encouraged to apply.

KEY DUTIES AND RESPONSIBILITIES

Administration

- Maintaining CRM records, processing donations and preparation of invitation and mailing lists
- Regular reporting and acquittal for Development stakeholders
- Maintaining department tracker, annual department calendar; communicating the workflow of the department, flagging upcoming opportunities, reporting, and acquittals

Executive and Board Administration

- Provide occasional administrative support to the Executive (EP and AD) as required.
- Manage the Board schedule and secretarial duties, assemble and distribute finance committee papers (with Finance Manager), preparation of board papers and the AGM, minuting of meetings.
- Assist in the preparation of documents or materials for internal, company and stakeholder meetings, and keep records or minutes as required.
- Other administrative support for the Executive and Board as required.

Strategy & acquisition

- Leverage your knowledge of our CRM records to provide data insights, data proven opportunities and data led storytelling
- Conduct research and assist the Development Manager in the identification of development acquisition opportunities, leading corporate prospecting and acquisition as appropriate
- Collaborate with the Development Manager on private giving strategy and planning, including the project coordination and execution of annual giving campaigns

Functions & Events

- Deliver end to end all development department hospitality, functions, and events, including coordinating invitation lists, and liaising with catering services and other internal departments to ensure a high level of service delivery and stakeholder satisfaction

- Managing stakeholder activations and benefits packages, including complimentary ticket requests and other contra
- Order, maintain and organise development contra stock for all Malthouse functions
- Assist, where necessary, with other Malthouse events such as season launch.

Communications

- Facilitate graphic design, print and distribution requirements of Development department collateral across a variety of mediums
- Use your strong writing skills to develop copy for all Development external communications including EDM's, social media and invitations

Stakeholder management

- Maintain a close working relationship with partnership project managers from our corporate partner organisations
- Provide outstanding customer service, as the first point of contact with individual donors across all levels
- Work to deepen donor relationships as the primary contact for donors at the $250- $9,999 level

Measurable Outcomes

1. Excellent CRM and data management, and financial administration.
2. Delivery and coordination of events corporate hospitality experience to a high standard, with a focus on excellent client engagement.
3. Effective communication with both internal and external stakeholders, with a high standard of detail.
4. High standard of care in partner acquisition and stewardship, including proposal writing and acquittal reporting.

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Selection Criteria

Essential

- Experience in an administrative, fundraising, membership, events, customer service, or similar role.
- Strong organisational skills and the ability to manage competing priorities, deadlines and administrative tasks.
- Excellent written and verbal communication skills, with the confidence to engage professionally with donors, patrons, artists, board members and other stakeholders.
- Experience maintaining accurate records and databases, ideally using a CRM or similar system.
- Strong attention to detail and a high degree of accuracy across data entry, correspondence, reporting and financial administration.
- Ability to work both independently and as part of a collaborative team.
- Proficiency in Microsoft Office, particularly Outlook, Word and Excel.
- A commitment to providing excellent service and building positive relationships with donors, patrons and stakeholders.
- An interest in fundraising, philanthropy and relationship management.

Desirable

- Experience working in the arts, cultural, not-for-profit or philanthropic sectors.
- Experience supporting fundraising campaigns, donor events or stewardship activities.
- An understanding of fundraising and donor engagement practice.
- Experience with gift processing, receipting, reporting or financial administration.
- Experience using Tessitura or a similar CRM platform.

Salary
$70-75k pro rata

Inherent Physical Requirements
The physical requirements of your position are consistent with those of an administrative worker in an office environment. The Malthouse Theatre administration office is located on Level Three of the Malthouse venue and is accessible by stairs. The physical requirements of your position are consistent with those of an administrative worker in an office environment. The Malthouse Theatre administration office is located on Level Three of the Malthouse venue and is only accessible by stairs.