



PARTNERSHIPS AND DEVELOPMENT MANAGER POSITION DESCRIPTION

Title:	Partnerships and Development Manager
Employment Conditions:	Part-time position (0.6 FTE, 22.8 hours per week) with flexibility required around Festival activities and stakeholder events.
Remuneration:	\$58,000-\$65,000 plus superannuation (0.6 FTE), dependent on skills and experience. (FTE = \$96,667 - \$108,333)
Contract Term:	2 year initial term, negotiable to extend
Location:	Salamanca Arts Centre - (hybrid/flexible arrangements available)

Organisational Relationships

Reports to:

Chief Executive Officer

Works closely with:

Board Directors, Marketing Manager, Artistic Director, Festival Team, contractors and volunteers.

External relationships:

Sponsors, corporate partners, donors, philanthropic supporters, grant providers, government agencies, trusts and foundations, funding bodies, community groups, local businesses, contractors, suppliers, media representatives, stakeholders and Festival participants.

Festival of Voices – About us

Festival of Voices is Tasmania's original marquee winter event and Australia's premier celebration of singing. Founded in 2005 to celebrate community and encourage people to sing, the festival remains true to this mission today — welcoming all voices, from curious beginners to seasoned professionals.

2025 marked our 20th anniversary, a significant milestone that celebrates two decades of connection, creativity, and song. Held annually on palawa and pakana land in lutruwita/Tasmania, the festival features a vibrant blend of contemporary and participatory programming, choral performances, workshops, and massed singing events. We now welcome audiences of over 40,000 people.

The reach and reputation of Festival of Voices has grown far and wide. The 'father of modern a cappella' Deke Sharon (USA), describes Festival of Voices as "pretty much the perfect vocal festival...and wishes that such a festival existed in every city and town every year."



Renowned German based composer and conductor Gordon Hamilton, regards Festival of Voices as "a national treasure."

Guided by our values of accessibility, authenticity, collaboration, excellence and sustainability, Festival of Voices is a not-for-profit incorporated association managed by an experienced creative team.

Role Description

The Partnerships & Development Manager is responsible for generating sustainable revenue growth through philanthropy, sponsorship, partnerships, grants, trusts, foundations and other strategic funding opportunities.

The role develops and actively manages a focused portfolio of priority funding and partnership relationships appropriate to a 0.6 FTE position, balancing relationship stewardship, revenue generation and new business development.

The Partnerships & Development Manager leads Festival of Voices' fundraising and partnership activities, working collaboratively with the CEO, Board, Artistic Director, Marketing Manager and wider Festival team to achieve shared revenue, relationship and organisational objectives.

The role is responsible for the strategic management of the Festival's funding and partnership portfolio, including the development and continuous improvement of stakeholder engagement practices, funding systems, reporting frameworks and governance processes that support organisational sustainability, funding resilience and long term growth.

This is a revenue generating role, with success measured primarily through the achievement of agreed income targets, the development of a robust and diverse funding pipeline, and the retention and growth of key funding and partnership relationships.

Key responsibilities:

Philanthropy & Fundraising

- Develop and support annual giving and donor programs.
- Identify and cultivate prospective major donors.
- Work with the CEO and Board to engage potential supporters.
- Coordinate donor stewardship and recognition activities.
- Develop fundraising campaigns and appeals.
- Support the growth of individual giving and philanthropic support.

FESTIVAL^{OF} VOICES

Outcomes

- Increased philanthropic income.
- Growth in donor numbers and donor retention.
- Development of a sustainable donor pipeline.

Corporate Partnerships & Sponsorship

- Develop and implement an annual sponsorship and partnership strategy.
- Identify, cultivate and secure new corporate partners, working closely with the CEO, Artistic Director and Marketing Manager to develop partnership opportunities and deliver partner outcomes.
- Maintain and strengthen relationships with existing sponsors.
- Prepare sponsorship proposals, presentations and partnership agreements.
- Negotiate partnership benefits and outcomes.
- Coordinate the delivery of sponsorship entitlements and recognition commitments with relevant Festival team members.
- Provide sponsor reporting and acquittals as required.

Outcomes

- Increased sponsorship revenue.
- Growth in the number and value of corporate partnerships.
- High sponsor retention rates.

Grants, Trusts & Foundations

- Research and identify suitable grant opportunities across local, state and federal government programs.
- Maintain a grants calendar and application schedule.
- Coordinate and prepare compelling grant submissions.
- Gather information and supporting documentation from internal stakeholders.
- Coordinate acquittals and funding compliance requirements in collaboration with program and finance contributors.
- Build positive relationships with funding agencies and philanthropic foundations.

Outcomes

- Increased grant income.
- Improved grant success rates.
- Timely completion of acquittals and reporting obligations.



Business Development & Strategic Relationships

- Identify new revenue opportunities and funding sources.
- Build relationships with government, business and community stakeholders.
- Represent Festival of Voices at relevant meetings, functions and networking opportunities.
- Foster collaborative partnerships that strengthen the Festival's profile and sustainability.
- Contribute to long-term development and fundraising strategy.

Outcomes

- Growth of the funding pipeline.
- Increased community and business engagement.
- Diversification of revenue streams.

Funding Portfolio Management & Governance

Responsibilities:

- Maintain and utilise Festival of Voices' funding portfolio management systems to support fundraising, sponsorship and partnership activities.
- Apply Festival of Voices' partnership development frameworks and tools to assess, prioritise and progress funding opportunities.
- Manage opportunities through the approved partnership lifecycle.
- Maintain partnership, sponsorship, donor and funder records.
- Manage reporting, acquittals and renewal schedules.
- Maintain partnership agreements and governance records.
- Implement and continuously improve systems developed through the Funding Portfolio project.
- Prepare regular funding pipeline and portfolio reports for the CEO and Board

Reporting, Systems and Performance

- Maintain accurate records of all funding prospects, applications and relationships.
- Work with the Festival team to maintain CRM records and ensure stakeholder information remains accurate and current.
- Coordinate monthly funding and development reports for the CEO using information gathered across the organisation.
- Contribute to Board reports and funding updates.
- Monitor performance against revenue targets and activity measures.

Outcomes

- Accurate and timely reporting.
- Strong prospect management practices.



- Clear visibility of development activity and opportunities.

Funding Infrastructure & Continuous Improvement

- Maintain all approved templates, frameworks and partnership tools.
- Support implementation of recommendations from the Funding Portfolio Roadmap.
- Identify improvements to systems, reporting and processes.
- Contribute to the reduction of organisational funding risk.

Key Performance Indicators

- Achievement of agreed annual revenue targets.
- Growth and diversification of funding sources through sponsorship, philanthropy, grants, trusts and foundations.
- Effective management and stewardship of a priority portfolio of funding and partnership relationships.
- Timely and accurate delivery of all funding compliance, acquittal, reporting and sponsorship obligations.
- Effective collaboration with internal stakeholders to achieve organisational revenue and relationship objectives.

Selection Criteria

Essential

- Demonstrated success in sponsorship, fundraising, business development, grants, partnerships or revenue generation.
- Proven ability to identify, cultivate and maintain strategic stakeholder relationships.
- Experience managing stakeholder, sponsorship, donor or funding relationships through multiple stages of the engagement lifecycle
- Strong written communication skills with demonstrated experience preparing funding applications, sponsorship proposals, business cases or partnership documentation.
- Experience using CRM, stakeholder management, fundraising or pipeline management systems.
- Strong organisational, project management and administrative skills with the ability to manage multiple priorities and deadlines.
- Demonstrated ability to analyse opportunities, identify strategic alignment and develop tailored partnership or funding solutions.
- Understanding of governance, reporting and compliance requirements associated with grants, sponsorships, partnerships or philanthropic funding.
- Ability to work independently, use initiative and deliver outcomes in a small, agile organisation.
- High level of professionalism, accountability, discretion and relationship management capability.
- Strong computer literacy including Microsoft Office 365 and database/CRM systems.



Desirable

- Experience in the arts, festivals, events, tourism or not-for-profit sector.
- Experience managing corporate partnerships and sponsorship programs.
- Experience in philanthropy, donor stewardship and fundraising campaigns.
- Experience implementing or working within structured sponsorship, fundraising or partnership management frameworks.
- Experience maintaining partnership portfolios, stakeholder databases or funding management systems.
- Experience preparing reports for Boards, executive leadership or funding bodies.
- Existing networks within Tasmania's business, government, philanthropic, tourism, health, education or community sectors.
- Relevant tertiary qualifications in business, communications, marketing, fundraising, community development or a related discipline.

Personal Attributes

- Relationship-focused and confident engaging with a diverse range of stakeholders.
- Strategic thinker with strong commercial and partnership development instincts.
- Collaborative team player who contributes positively to organisational culture.
- Highly organised with strong attention to detail.
- Adaptable and resilient in a fast-paced and changing environment.
- Passion for the mission and values of Festival of Voices.

General Responsibilities

- Actively contribute to the vision, values, strategic objectives and long-term sustainability of Festival of Voices.
- Work collaboratively and respectfully with staff, artists, volunteers, Board members, sponsors, donors, partners and stakeholders.
- Represent Festival of Voices professionally and positively at all times.
- Build and maintain productive relationships that enhance the reputation and financial sustainability of the Festival.
- Maintain confidentiality and exercise discretion in relation to donor, sponsor, financial and organisational information.
- Attend and contribute to staff meetings, planning sessions, networking opportunities, stakeholder engagements, festival events and functions as required.
- Demonstrate flexibility and adaptability in responding to changing organisational priorities and the demands of festival delivery.
- Maintain accurate records, reporting systems and administrative processes relevant to the role.
- Comply with organisational policies, procedures and workplace health and safety requirements.
- Undertake other duties consistent with the level and responsibilities of the position.
- Maintain a strong focus on revenue generation, relationship development and achievement of agreed funding and partnership targets.



Employer of Choice

Festival of Voices is proud to be formally recognised through the Tasmanian Government's Employer of Choice Program, acknowledging our commitment to building a supportive, well managed and inclusive workplace. This recognition reflects our dedication to valuing our people, investing in their wellbeing and development, and creating a positive culture where creativity, collaboration and respect thrive.

WHS, Equal Opportunity, Discrimination and Harassment

The Festival of Voices team is committed to high standards of performance in relation to Workplace Health and Safety and the provision of Equal Employment Opportunity. All employees and contractors are expected to participate in maintaining safe working conditions and practices, as well as promoting and upholding the principle of fair and equitable access to employment/promotion, personal and professional development and training and the elimination of workplace harassment and discrimination.

The festival proudly holds current Rainbow Tasmania Accreditation and does not tolerate any form of harassment or discrimination. All staff members are required to comply with company policies and procedures and continue the positive, inclusive working culture that has been achieved.

Employment Conditions

Subject to employee contract

APPLICATIONS

Please email applications to the attention of Nadine Rowell, CEO at nadine@festivalofvoices.com with 'Partnerships & Development Manager + *your name*' in the subject line.

Please include:

- A cover letter that includes your response to the Selection Criteria in no more than two pages
- Your resume
- Two professional reference contacts – name, position, email and mobile contact details to be included

Closing date for applications is 26th October 2026.