

POSITION DESCRIPTION

Position: Tumu Piringa Mōwaho Head of Partnerships & Development

Reporting to: Kaiwhakahaere Matua Chief Executive

Summary

To lead the strategic development and manage the delivery of The Auckland Festival Trust's corporate partnerships and philanthropic programmes, aligning with the organisation's key objectives and contributing to the ongoing success of Te Ahurei Toi o Tāmaki Auckland Arts Festival (AAF).

Be responsible for securing financial support (both cash and contra) and building relationships to help sustain the organisation's activities.

This role involves grant writing, fundraising, identifying and cultivating support, and managing relationships with Patrons, Donors, Partners, and contacts across a range of entities.

The position sits on the Festival's Senior Leadership Team.

Term

This is a full-time position, preferably commencing late June /early July 2025.

Key Relationships

Internal

- Chief Executive
- Artistic Director
- Head of Marketing & Communications
- Head of Business & Finance
- Kaihautū Māori
- Head of Programming
- Head of Technical and Production
- Executive Assistant
- Ticketing staff
- Other Festival staff

External

- Partners (commercial)
- Funders (non-government trusts, foundations and other grant-making organisations, excluding Auckland Council, Creative NZ, Ministry Culture & Heritage)
- Foreign Embassies & cultural funding organisations

- Festival Patrons (high net worth donors)
- Donors (general)
- Event venue staff and suppliers

Responsibilities

- Lead the strategic development, growth and delivery of the organisation's Partnerships and Fundraising programmes to raise public, private and corporate revenue and support for AAF, building mutually beneficial, highly valued relationships with corporate Partners, private Patrons, Donors, charitable trusts & foundations, Embassies, cultural funders, and other grant-making organisations.
- **Grant Writing and Fundraising:** Develop and submit grant applications to various funding bodies to secure financial support for the delivery of AAF and the organisation's programmes and projects.
- **Partnership Development:** Identify and build relationships with potential corporate partners, negotiate partnership packages, and manage existing partnership agreements in conjunction with the Chief Executive and Board of Trustees.
- **Patron and Donor Development:** maintain regular communication with patrons and donors to ensure retention and renewal of support, and seek opportunities to recruit new support.
- **Relationship Management:** Cultivate relationships with Patrons, Donors, Partners, and other stakeholders to ensure long-term support.
- **Strategic Planning:** Develop and implement strategic plans for fundraising and partnerships to achieve the organisation's financial goals.
- **Budget Management:** Manage the budget for fundraising and partnership activities, including tracking expenditures and ensuring compliance with funding guidelines.
- **Communication and Reporting:** Prepare reports on fundraising and partnership activities, communicate with stakeholders, and ensure transparency in the use of funds.
- **Prepare funding proposals** and collateral promoting Partner and Supporter benefits, agreements and contracts as required, working closely with the Marketing team as needed.

Programme Delivery

- Manage the delivery of Partner and Patron programmes including agreed benefits and hosting opportunities.
- Design and deliver Festival functions and events to ensure Partner and Patron requirements are met, including events prior to and during the Festival.
- Manage the invitation process with Partners, VIPs and Patrons using the Festival's online event management application.
- Work with Festival ticketing staff to ensure all Partner and Patron ticketing requirements are met, and manage the issue of complimentary tickets to Partners, Patrons and VIPs, where applicable.

Staffing

- Manage fixed-term staff and volunteers engaged to deliver Partner and Patron benefits and functions as required.

Reporting Requirements

- Prepare post-Festival reports, acquittals and communications to Partners, Funders and Patrons as required.
- Provide the Chief Executive with regular briefings on development and progress in all areas of responsibility and keep them fully informed about any significant issues which may affect the Festival's activities.
- Provide the Chief Executive with a comprehensive report covering all areas of responsibility on completion of each Festival.

General

- Liaise and work collaboratively with all departments, staff members and volunteers to carry out the role and ensure open and clear communication channels are maintained for sharing information across all departments.
- Support the Festival's commitment to te reo Māori and tikanga Māori, through participation in artist pōwhiri, mihi whakatau, waiata practices, te reo Māori lessons and other activities as applicable.
- Maintain accurate records of Trust and Grant, Partner and Patron details, benefits, payments and activities including Partner and Patron registers as well as a separate Funding register containing all potential funding sources, a funding calendar and record of applications and results.
- Work with Accounts staff to ensure Partners and Patrons are invoiced in a timely manner and payments and receipts followed up as required; and to ensure all appropriate financial paperwork is supplied in time for all Trust and Grant funding acquittals.
- Undertake such other duties and responsibilities as may be required by the Chief Executive, including other events that the Trust may stage.

How to apply

Please email a CV and covering letter to hr@aaf.co.nz by 5pm, Monday 16 June 2025. Only applicants with the right to work in NZ may apply.