



Byron Writers Festival: Partnership Coordinator

Byron Writers Festival is a non-profit organisation committed to the celebration of Australian writing and stories, the development of new skills amongst the region's writers and the enhancement of young people's engagement with literature and literacy. We achieve this via a dynamic year-round program of events and workshops and the highly anticipated three day annual Festival in August. In 2018, more than 12,000 tickets were sold to events during Festival week.

Our main program for reaching school aged children is StoryBoard, inspired by the writing centre Valencia 826 founded by author Dave Eggers. StoryBoard provides free creative writing workshops for students across the Northern Rivers, and in 2017 we reached some 7,500 children.

Working closely with the Head of Development, the Partnership Coordinator is responsible for delivering support for all Byron Writers Festival and StoryBoard fundraising activities, with a particular focus on sponsorship.

Position Type:

- 12-months fixed term employment (with the potential to renew for another 12 months)
- 3 days per week February – August / 2 days per week September – January

Key Internal Relationships

- Head of Development
- Director
- The Board

Key External Relationships

- Byron Writers Festival partners (e.g. Southern Cross University, Feros Care, Elements of Byron)
- Donors
- The Byron community

Essential Criteria

- Experience in sponsorship, fundraising, philanthropic, business development or marketing role
- High level of creative and strategic thinking
- Demonstrated experience in effective written communication, negotiating and problem solving
- Relationship management skills
- High level of computer literacy including Word, Excel, PowerPoint, design programs including InDesign and/or Illustrator, Mailchimp, social media

Desirable:

- Experience in the arts / not for profit sector
- Experience in events / festivals

Major Responsibilities include but are not limited to:

- Work with the Head of Development to collaboratively create and execute comprehensive fundraising strategies that will sustain the long-term health of the organisation. Strategies will include clear KPIs and financial targets with regard to sponsorship, grants and donations/philanthropy
- Provide support for all activities related to sponsorship and fundraising activities including preparation of proposals, post-event reports, sponsor contracts, sales pipeline reports, support material for grant applications and acquittals
- Ensure efficient and accurate implementation of fundraising and sponsorship deliverables
- Ensure all obligations to funding bodies and sponsors are met
- Liaise with sponsors, funding bodies, donors, community and arts organisations, and other stakeholders in the acquisition and servicing of fundraising activities
- Actively contribute to the initiation of new sponsor relationships and fundraising activities
- Onsite engagement and support for sponsors and partners at the annual Festival
- Collaborate with the Marketing Manager to manage relationships with key marketing and media partners (e.g. The Saturday Paper)
- Play an active role in team meetings
- Other activities as determined by the Board and/or the Head of Development
- Some occasional evening and weekend work will be required

To apply:

Send your CV and a covering letter outlining your strengths to emma@byronwritersfestival.com by Friday 23 November 2018.

For information on remuneration, contact emma@byronwritersfestival.com

