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// 72-13.com // TWorkssg.wordpress.com // T:>Works is supported by the National Arts Council under the Major Company
Scheme for the period from 1 April 2019 to 31 March 2022. // T:>Works is an Institute of Public Character with Charity Status.
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DEVELOPMENT AND PARTNERSHIP ASSOCIATE/MANAGER

T:>Works seeks a highly-motivated and entrepreneurial individual to take on the role of the Development and Partnership Associate/Manager, who is responsible for sustaining, securing and managing philanthropic revenue including institutions, individual donors, trusts and foundations, corporate partners and other funding bodies. He/She/They will work closely with the Executive Director and collaborate with the T:>Works team to ensure the success of the company’s fundraising plans.

KEY RESPONSIBILITIES

Fundraising and Relationship Management

- Develop and deliver an annual fundraising and partnership plan
- Solicit and secure partnerships with government, private and philanthropic organisations, and individual donors
- Research, identify and secure grant, partnership and sponsorship opportunities.
- Maintain and nurture strong relationships with key partners and stakeholders who support the company’s vision and work
- Implement and manage launches and other key events
- Plan and manage fundraising campaigns.

Stakeholders and Donors Communications

- Develop a strong and clear communications systems for all donors (current and prospective)
- Coordinate engagement activities for partners and supporters
- Develop schedules and meet deadlines to ensure all initiatives are activated and reported
- Work closely with Executive Director and Communications and Engagement Associate/Manager to ensure an effective and integrated communications and messaging for the company.

Financial and Strategic

- Manage and deliver the philanthropic, sponsorship and/or private grant funding agreements including reporting
- With the Executive Director and Finance Administrator, contribute to the development of the annual budget and development targets
- Manage and provide regular financial tracking updates on budgets and development targets
- Follow all financial policies and processes within the company.
- Establish best practices and systems to support the company’s development strategy, including maintaining and managing the company database
- In collaboration with Artistic Director and Executive Director, identify future needs, trends and resources for effective and meaningful fundraising that aligns with the company’s values.

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KEY CRITERIA

- A Bachelor’s degree and at least 2-3 years’ experience in fundraising, sales and/or marketing
- Proven track record of implementing successful fundraising campaigns, achieving revenue targets, managing budgets, meeting deadlines, and maximising opportunities in an arts or closely-related sector
- High level written and verbal communication, negotiation, strategic and analytical, research, and conflict resolution skills, with a keen eye for consistency, accuracy, and detail while strong in overall strategies
- Excellent relationship and people management skills
- Experience managing complex projects with differing timelines and deadlines
- Acute understanding of the fundraising landscape and strategies
- Excellent computer skills, especially Microsoft Word, PowerPoint, Excel and Google Suite
- Knowledge, passion and/or experience of the contemporary performing arts and performing arts sectors, and experience working with artists, performers and the creative process
- A commitment to working with cultures and communities, particularly in relation to arts practice, and a commitment to furthering T:>Works’ mission

To apply, please send your resume, cover letter and expected salary to traslin@theatreworks.org.sg
Preference will be given to those with relevant experience and salary will commensurate with experience.

ABOUT T:>WORKS

Established in 1985, T:>Works is an independent and international performance company based in Singapore. T:>Works’ vision and mission is the pioneering of thought leadership in the arts focused on transdisciplinary, transcultural, and inclusive processes. To this end, T:>Works’ mission is to provide a strong educational perspective with research and discourse contextualising the histories, contemporary experiences, and art practices of South East Asia. The mission of T:>Works also serves to investigate the current urgencies of being located in Singapore through different creative expressions in the public sphere.