

Position Description



**Alannah & Madeline
Foundation**

Keeping children safe from violence

Position title: Philanthropy Specialist
Department: Communications & Fundraising
Reports to: Philanthropy Manager
Job type: Full time, ongoing
Date: April 2019

ABOUT THE FOUNDATION

The Alannah & Madeline Foundation was set up in memory of Alannah and Madeline Mikac, aged six and three, who were tragically killed with their mother and 32 others at Port Arthur, Tasmania, on 28 April 1996. In memory of his daughters, Walter Mikac and a small group of volunteers set up the Foundation with the belief that all children should have a safe and happy childhood without being subjected to violence. The then Prime Minister launched the Foundation on 30 April 1997.

The Foundation:

- identifies issues that adversely affect the wellbeing of children; we work to help them recover and protect them from bullying and violence.
- works across the spectrum of prevention and care to deliver state-of-the-art, evidence-based programs and products.
- works with the best minds to identify and reduce significant threats to children's safety through innovation and partnerships.
- speaks out on the need for systemic change to build a supportive and safe society.

The Foundation is committed to child safety. Our Child Safe Policy outlines our safe practices for children. Our values are Caring, Friendliness, Respect, Responsibility, Valuing Difference and Including Others.

POSITION IN CONTEXT

Reporting to the Philanthropy Manager, the Philanthropy Specialist is a member of the Communications & Fundraising team. This role is responsible for assisting in the development, implementation and evaluation of philanthropic opportunities from individuals, businesses and local government, and philanthropic trusts and foundations.

The Philanthropy Specialist will work closely with the Head of Fundraising, GM Communications & Fundraising, Program teams and CEO.

FREEDOM TO ACT

- The Philanthropy Specialist works according to the policies and procedures of the Alannah & Madeline Foundation.
- Recommendations for change should be approved by relevant Manager/s in order to ensure alignment with overall operational needs

Position Description cont.



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MAJOR JOB RESPONSIBILITIES

- In conjunction with the Philanthropy Manager, implement a funding strategy to optimise income generation from philanthropic sources including individuals, business, local government and philanthropic trusts and foundations.
- Work collaboratively with Foundation program areas to ensure an understanding of activity, resource requirements, and budgets to assist writing and developing funding proposals and applications.
- Where directed, manage current relationships and identify new opportunities of support for the Foundation.
- Deliver program updates, progress reports and acquittals, and ensure they are provided in a timely and accurate manner to the funding entity.
- Monitor and report on financial and operational performance as required.
- **To do this effectively the role will need to:**
 - In collaboration with team members, support the implementation of the strategic and operational plan for the Communications & Fundraising area to achieve sustainable performance and results.
 - Provide specialist and technical expertise in the development of funding submissions and proposals.
 - Develop long-term relationships with key internal and external stakeholders and organisations.
 - Oversee the coordination of recording of opportunities, applications and acquittals.
 - Develop reports as required on projected income and funding application outcomes.
 - Have a positive contribution to the team environment through the demonstration of behaviours that reflect the Foundation's values.
 - Deliver other tasks as directed by the Philanthropy Manager, Head of Fundraising, Senior Leadership team and/or CEO.

KNOWLEDGE, EXPERIENCE AND REQUIREMENTS

- Appropriate academic qualifications at a graduate level.
- Demonstrated experience in the development and writing of philanthropic funding submissions and proposals.
- Demonstrated project management skills.
- Extensive experience developing and maintaining strong stakeholder relationships, both external and internal.
- Strong financial and analytical acumen.
- Knowledge of philanthropy best practice and legislation, including a commitment to continual improvement.
- Experience with a donor management system, preferably Raiser's Edge.
- Proficient with the Microsoft Office suite.
- Ability to work autonomously and in a small team on clearly-defined projects.
- Commitment to work outside standard office hours for key events, if needed.
- Working with Children Check and Police Check