

Position Description

Position title:	Philanthropy Manager
Team:	Fundraising
Reports to:	Head of Fundraising
Job type:	Full time, ongoing
Date:	September 2020

About the Alannah & Madeline 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.

We are committed to child safety and our Child Safe Policy outlines our safe practices for children.

The Foundation's values are caring, friendliness, respect, responsibility, valuing difference and including others.

Position in Context

Reporting to the Head of Fundraising, the Philanthropy Manager is a member of the Fundraising and Partnerships team and has accountability to support the delivery of the Foundation's Funding Strategy, including the implementation, monitoring and improvement of fundraising programs in relation to all aspects of philanthropic relationships.

The Philanthropy Manager will work closely with the Supporter Development team, Office of the CEO, the Senior Leadership Team and the Programs team.

FREEDOM TO ACT

Position Description cont.

- The Philanthropy Manager works according to the policies and procedures of the Alannah & Madeline Foundation.
- The Philanthropy Manager, in liaison/consultation with the Head of Fundraising and CEO/Senior Leadership, can assist to develop long-term partnerships with relevant stakeholders in Australia and overseas.

Major Job Responsibilities

- In conjunction with the Head of Fundraising and Programs team develop and implement the Philanthropy strategy to optimise income generation from philanthropic trusts and foundations, corporate foundations, local government and major donors.
- Work collaboratively with all Foundation program areas to build a pipeline of projects and opportunities ensuring the Foundation submits competitive grant submissions, gift proposals, progress reports and acquittals for major donors, philanthropic trusts, foundations and local government.
- Research, identify and provide recommendations for new grant opportunities in relation to philanthropic trust and foundations.
- Develop long-term relationships with key internal and external stakeholders and organisations.
- Lead on the development of engagement, cultivation and stewardship opportunities and donor management plans.
- Create, manage and evaluate the Philanthropy budgets, ensuring timely reporting of monthly and annual financials.
- Lead, coach and develop a high performing team. (currently 1 direct report)
- Contribute positively to the Foundation's culture through developing and maintaining collaborative relationships with colleagues.
- Other tasks as directed by the CEO and Senior Leadership Team.

Knowledge, Experience & Requirements

- A minimum of 5 years' experience in fundraising programs preferably within a not-for-profit or fundraising agency. (Essential)
- Understanding of fundraising best practice and legislation, including privacy laws and a working knowledge of the FIA code of conduct and fundraising principles (Essential)
- Demonstrated ability to build strong and enduring relationships with, philanthropists, trusts, government and individual stakeholders. (Essential)
- Ability to build and actively manage strong internal cross-functional and external stakeholder relationships. (Essential)
- Strong written and verbal communication skills. (Essential)
- Strong financial, commercial and analytical acumen. (Essential)
- Strong analysis, profiling and segmentation skills. (Essential)
- Demonstrated ability to work autonomously and as part of a small team and to seek direction when required. (Essential)
- Ability to identify and resolve problems, make appropriate recommendations and take ownership for decisions. (Essential)
- Able to work with all Microsoft products. (Essential)
- Working with Children Check and Police Check. (Essential)
- Tertiary qualifications in Business, Marketing or similar field. (Desirable)
- Experience in developing and managing a team. (Desirable)
- Previous experience with a CRM, ideally Raisers Edge. (Desirable)