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| **POSITION DESCRIPTION** |

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| **POSITION TITLE:** | Philanthropy Executive |
| **ROLE GRADE:** | 7 |
| **REMUNERATION:** | $71 - $75 package including 9.5% superannuation  commensurate with qualifications and experience |
| **COST CENTRE:** | Key Relationships |
| **LOCATION:** | Sydney |
| **DATE REVIEWED:** | August 2018 |
| **POSITION BASIS:** | Full time 1.0 FTE, two-year fixed term contract |

**Introduction**

Bush Heritage Australia is a national non-profit organisation protecting the natural environment through the management of land and water of high conservation value. This is achieved through three complementary strategies: directly purchasing land that has outstanding conservation values, purchasing and revegetating land that will reconnect fragmented landscapes and building partnerships with other landowners, particularly traditional owners. Bush Heritage works across 19 priority landscapes and owns around 1.2 million hectares of reserves. In addition we partner with Aboriginal and agricultural landowners to achieve conservation outcomes. Currently, Bush Heritage is working across more than 6.2 million hectares in our priority landscapes.

Established in 1991, Bush Heritage has around 30,000 supporters Australia wide and an annual operating budget of over $20 million. Bush Heritage is primarily funded by donations from individuals and philanthropic sources. In pursuing its mission, Bush Heritage engages staff and volunteers across all the States and mainland Territories of Australia.

Bush Heritage’s culture requires a commitment to a collaborative and supportive approach to leadership and management, with a strong commitment to safety and the development of our people.

**Our values are:**

**Conservation:** Conservation impact is essential. Our decisions are informed by best available science and evidence;

**Culture:** We respectfully engage with Traditional Owners of the land, and recognise Aboriginal culture, connection to Country and traditional knowledge. Working together and applying two-way science leads to greater understanding and better conservation outcomes;

**Collaboration**: Collaboration, pragmatism and innovation are essentials. We listen to and respect each other, finding creative solutions together;

**Community**: The broad Bush Heritage community underpins our success. By engaging with and within communities around Australia we achieve so much more than we could working alone; and

**Safety**: Our people’s wellbeing and safety is critical.

The organisation has six teams – West Region, North Region, South East Region, Conservation, Marketing and Fundraising, and Corporate Services.

**CEO and the Board**

Gerard O’Neill is Bush Heritage’s Chief Executive. The Board Chair is Chris Grubb, and Directors include leading Australians from business and commerce, government, non-government and private sectors, conservation and science. Bush Heritage demonstrates a strong commitment to Indigenous people and has Indigenous representation on the Board.

**Direction and Guidance for this Position**

Reporting to the Senior Philanthropy Executive, the incumbant is accountable for fulfilling the **Responsibilities and Duties** associated with this position. As a self-starter, it is expected that the incumbent will contribute towards improving the effectiveness of systems being managed including the development of new systems where required.

In applying for this position, **applicants should address the criteria set out in the Qualifications, Skills and Selection Criteria** of this position description. Failure to address those criteria will likely preclude the applicant from consideration for the role.

**Position Summary (Background)**

The Philanthropy Executive will join a dedicated team of Major Gifts and Bequests specialists, responsible for generating income for Bush Heritage’s conservation work from individuals, philanthropic foundations and corporations.

The Philanthropy Executive will develop and steward strong relationships with major donors and prospects in Sydney and the greater NSW region, or other locations within Australia directed by the Manager Major Gifts and Bequest. This includes working with members of the Key Relationships Team, the Senior Management Team, the Chief Executive and Board members to identify and manage major donor relationships.

The Philanthropy Executive will be based in Sydney. Occasional interstate travel to other state capitals and to Bush Heritage reserves will be required.

**Key Responsibilities and Duties**

The primary responsibilities associated with the role include:

1. Develop and manage relationships with individuals, trusts and foundations, NGO partners and corporations to generate revenue from individuals, trusts and foundations, Non-Government Organisation (NGO) partners and corporations located throughout specified locations in Australia;
2. Develop personalised donor strategies and tactics for identifying, cultivating, and soliciting a portfolio of up to 100 of Bush Heritage’s most generous supporters and prospective new donors;
3. Manage the implementation of stewardship and recognition strategies for this portfolio;
4. Conduct at least 8-10 face to face meaningful engagements per month with supporters and prospective new donors;
5. Present major gift solicitation proposals of $10,000+ to new prospects and established donors personally, including renewal of established donors;
6. Advise and support people in senior roles, including Executive Managers, the Chief Executive and Bush Heritage Board members in identifying, cultivating and soliciting prospective donors; this will include communicating prospect research, conducting prospect rating, discussing tactics for solicitation, and liaising with other staff to provide materials;
7. Work productively with staff within the Major Gifts team as well as with staff across the organisation on individual cases, cultivation events, donor stewardship programs, etc. Work with other teams on cross-department projects such as major project proposals and donor report-backs;
8. Ensure that details of contact and discussions are recorded in the supporter database and appropriate use of business systems and reporting requirements;
9. Other duties, as required from time to time, consistent with the position grading.

**Qualifications, Skills and Selection Criteria (used to assess your application)**

**Essential**

* Demonstrated commitment to Bush Heritage’s vision and values.
* Demonstrated major gift fundraising expertise (preferably with gifts greater than $100,000) with experience in face to face solicitations, high end portfolio management and the preparation of proposals and reports.
* Excellent interpersonal and influencing skills with the demonstrated ability to build donor relationships
* Excellent written and oral communication skills with demonstrated experience communicating to a diversity of audiences including major donors, corporate representatives, Board members, senior staff and volunteers.
* Demonstrated proficiency in synthesizing materials from multiple sources into a coherent and accurate summary.
* High level of computer literacy and proficiency with personal computers including word processing, spreadsheet and data software.
* Availability to travel interstate on an occasional basis to visit prospects and donors and to accompany them on visits to Bush Heritage reserve properties as required.
* Driving licence.

**Desirable**

* Established networker with good working knowledge of building relationships with high-net-worth individuals and demonstrated success in successfully making and closing “the ask”.
* Experience of engaging senior volunteers, such as Board members, in major gift fundraising.
* A qualification in fundraising and/or relevant tertiary studies.

**Key Outcomes for the Role**

1. Successfully manage a portfolio of up to 100 of Bush Heritage’s most generous supporters and prospective donors. This portfolio has a $1m+ income target in FY 2019-20.
2. Complete at least 75 major gift solicitations per year personally and facilitate major gift solicitations by the relevant Executive Manager, the Chief Executive and Board members as required.
3. Conduct at least 8-10 face to face meetings with donors and prospective new supporters.

**Policies and Work Place Practices**

Bush Heritage people and managers are responsible for and commit to:

* Using and ensuring adherence to Bush Heritage’s values, policies and work-place practices;
* Ensuring Health, Safety and Environment compliance, acting and encouraging others to act in a healthy and safe manner; and
* Maintaining a team-oriented environment, managing and developing staff, and valuing diversity.

**Position Relationships**

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| **Position title of supervisor** | Senior Philanthropy Executive (Sydney based) |
| **Position titles which also report to supervisor** | Philanthropy Executive – Grants; |
| **Titles of positions that report to this position** | None |
| **Key internal relationships** | Major Gifts and Bequests team, including other Philanthropy Executives, the Marketing team, the Executive Manager - South East, Senior Management Team members, the Chief Executive and Board Members. |
| **Key external relationships** | Individual Donors, Trusts and Foundations, Corporations |