



POSITION DESCRIPTION

TITLE:	Philanthropy Director
JOB TYPE:	Full-time, ongoing 12-month contracts
LOCATION:	Hobart preferred but negotiable for the right candidate
COMMENCEMENT DATE:	Jan 2023
STRUCTURE REPORTING:	Reports to the CEO
CLASSIFICATION LEVEL/AWARD:	SCHADS Level 6.1
SALARY:	\$96,962.32 (+ 10.5% superannuation)

Key Responsibilities:

- Manage a successful fundraising strategy to achieve the Foundation's campaign and operational objectives in line with national and international trends in conservation philanthropy.
- Develop and maintain a strong understanding of Bob Brown Foundation's campaigns to communicate this clearly to supporters
- Regularly meet with key campaign staff to ensure that campaign and fundraising objectives align.
- Maintain a successful major giving programme, respectfully nurturing sustained relationships with a broad range of key supporters from across Australia.
- Build and maintain a personalised relationship with each donor built on mutual respect and sensitivity to the donor's needs and interests. Manage expectations of donors concerning acknowledgement and recognition.
- Manage, update and respectfully maintain all key supporters' records in the foundation's database, currently NationBuilder.
- Manage and expand the existing bequest program.
- Work with the CEO and communications team to oversee fundraising appeals to our supporters and the wider community, in line with the overall fundraising and campaign strategy.
- Continue to develop a network of partnerships with like-minded organisations that directly support the foundation's objectives.
- Work with and report regularly to the CEO to review the fundraising strategy and meet fundraising targets.

- Provide quarterly reports to the board providing updates on fundraising results and strategies.
- Oversee the implementation of additional fundraising programs as required.

Selection Criteria

- Demonstrated successful experience with a range of philanthropic programs, particularly major gifts and bequests.
- Highly developed interpersonal skills and demonstrated experience in working with a wide variety of philanthropists and donors.
- A passionate commitment to environmental issues and activism, understanding the need to be flexible and responsive.
- The ability to develop creative fundraising strategies with an eye to both short time frames that support BBF campaigns and the long-term vision of the organisation.
- Ability to set goals and report against them, work with initiative as part of a team and identify and realise opportunities.
- Practical experience with supporter databases.
- Demonstrated inspiring writing skills and experience in preparing successful grant applications.
- Excellent verbal communication skills with demonstrated experience in negotiation, persuasion and conducting face-to-face meetings and donor phone calls.

Key Position Outcomes

- Meet and potentially exceed fundraising targets set by the Board.
- Nurture and significantly expand the major gifts and bequest programmes.
- Grow in-kind and cash donations from sponsorships and partnerships.
- Increase the income from campaign specific fundraising appeals.