

## POSITION VACANT: Philanthropy Executive

Want to lead one of the fastest growing philanthropy programs in the country? For one of the fastest growing and impactful environment organisations?

This is an exciting opportunity for a talented specialist in major gifts fundraising who is wanting to have an impact on the future of wildlife in Australia and make a big difference for nature. With 5-7 years plus of experience in major gifts and trusts and foundations you will play a crucial role in the growth of a dynamic national environmental organisation tackling the leading cause of animal extinction — invasive species.

<b>Position:</b>	<b>Philanthropy Executive</b>
<b>Reports to:</b>	Marketing and Development Director
<b>Basis:</b>	Full or part time.
<b>Location:</b>	Close to Sydney or Melbourne preferred and other locations in Australia considered.
<b>Duration:</b>	Permanent role
<b>Salary range:</b>	Up to \$130,000 pro rata, depending on experience. (Plus super)

### *Job Description*

This is an exciting opportunity for a driven and passionate environmentalist to join Australia's leading advocacy organisation tackling invasive species.

The Invasive Species Council is on a ten-year journey of growth as we aim to prevent more invasive species-led extinctions by 2030 in the midst of an extinction crisis. With 2 billion animal deaths every year due to cats alone, we need to build all areas of fundraising to support organisational growth so that our conservation team can stop the onslaught of invasive species.

ISC is looking for an experienced, successful philanthropy specialist to join our team. You will lead and develop a growing philanthropy program with an experienced Director and supportive team, by applying your exceptional philanthropy, project management, relationship and writing skills.

Engaging with existing or potential philanthropists comes naturally to you. You enjoy chasing up leads and you can transform the smallest of encounters into an opportunity to protect biodiversity. You're confident with data and can easily make your way around a spreadsheet and develop a pipeline, for both stewardship and acquisition and reporting. You have a knack for matching a great case for support with a potential funder, writing a compelling proposal and delivering it to the right person at the right time – be it an individual, a family fund or a traditional foundation.

You will work closely with the Director of Marketing and Development, CEO, CEO's Executive Assistant, key members of the Board, Fundraising Manager and the Conservation Director. The team will love your enthusiastic and flexible attitude and your maturity will allow you to happily work autonomously, complete multiple projects at once and contribute positively to our great team culture.

At a personal level you will have a good work ethic, resilience, tenacity, confidence and compassion. You will also be comfortable collaborating and know how to set yourself and the organisation up for success, and are bold enough to do it.

Sound like you?

About us. The Invasive Species Council prides itself on providing a wonderful team culture and a flexible working environment with most staff working remotely. We gather twice a year as an organisation, take other opportunities to get together throughout the year as they come, and provide an office environment in Canberra and Melbourne a few days per week. We are rapidly growing but are small enough to stay nimble and support a close working environment, whilst being powerful enough to make a difference. We work to a high standard, professionally and personally. The team will support you to deliver a best practice program.

### ***Key Functions***

- Leading the Philanthropy program, implementing the three-year philanthropy strategy for growth, operationalizing annual plans
- Managing a portfolio of donors, funds and trusts & foundations, from acquisition to solicitation to stewardship
- Planning for and analysing and reporting on the performance of the programs
- The writing of fundraising and marketing communications, including pitch documents, appeals and/or grant applications.

### ***Responsibilities***

- Manage and build the philanthropy program: Implement the philanthropy strategy (including opportunities to review and develop the strategy) to achieve growth targets and KPIs.
- Manage the portfolio of 50 + funders and donors and the maintenance of the MD income pipeline (\$5,000 plus portfolio)
- Solicit gifts directly and assist/advise the CEO to solicit gifts applying the solicitation formula for success.
- Develop annual operational plans for acquisition and retention and contribute to the future development and refinement of the philanthropy strategy.
- Research, create and maintain donor profiles in database.
- Write and develop proposals and funding applications and assist the CEO to develop CEO updates.
- Support campaigns team to write grant applications and manage and coordinate content to meet reporting responsibilities.
- Manage the Trust and Foundations calendar.
- Set up and run ISC's new major gifts working group and facilitate quarterly meetings;
- Design the integrated Major Donor Direct Marketing Program (digital and mail) with support from the Fundraising Manager to deliver it, including:
  - Adapting direct mail appeals and integrated e-appeals for MD audience;
  - Running the annual report donor care mailing and other donor care for MDs; and
  - Event invitations and follow up.
- Run events (F2F and virtual) including RSVPs, guest speakers with the support of marketing staff, with support from the fundraising team.
- Design and implement an exceptional journey for new MD or new MD prospects within the portfolio.
- Reporting and analysis of MD program performance.

### ***Performance Measures***

- Successful delivery of major gifts and bequest programs identified in the philanthropy plan.
- The CEO and Director of Marketing and Development are well supported.
- KPIs (contact and income) met for individual donors and for specific grants/tied funds.

- Timely and accurate delivery of programs and tasks.
- CEO's major donor efforts are well supported.

#### **Key Selection Criteria**

- A minimum of five years' experience in major donor fundraising with at least 2 additional years of fundraising experience for NGOs, preferably an environment advocacy NGOs.
- Outstanding ability to identify and develop (write) the strongest case for support for a campaign, grant application or individual.
- Demonstrated experience in delivering successful philanthropic programs.
- Sound experience managing a portfolio of major donors through their various stages and setting income targets and managing activities and a budget to meet them.
- Experience running small events to solicit funds and engage supporters.
- Experience coordinating successful direct mail and digital fundraising appeals.
- Demonstrated ability to analyse and report on program performance and to identify alternative approaches to improve program performance, including accurate record keeping.
- Demonstrated ability to develop operational plans, pipelines, and creative briefs.
- Self-motivated, energetic, focused, team player willing to learn, solve problems and share their fundraising knowledge with the team.
- Excellent time management, task management and organisational skills.
- Intermediate skills at Microsoft Word (i.e. mail merge) and Excel programs (i.e. calculations, formulas and basic manipulation of the datasheet). These are essential skills.
- Previous work in the non-profit sector and enthusiasm for protecting our environment.

#### **Desirable**

- A marketing or equivalent degree.

**Location:** Any location considered. Preferred within an hour of Sydney or Melbourne. The Invasive Species Council supports decentralised working arrangements.

#### **Expressions of interest**

If you are seriously interested and have most of the experience listed, please send us your:

- 1) Current CV/resume; and
- 2) Your LinkedIn profile

to [ambers@invasives.org.au](mailto:ambers@invasives.org.au).

**If you are suitable, you will be invited to provide answers to the key selection criteria in writing or in conversation.**

**Applications close: ASAP – No deadline**

Contact Marketing and Development Director, Amber Sprunt on 0437 388 895 for any further information.

We offer a friendly, flexible workplace with most staff now working from home.