



## Position description

POSITION TITLE	Philanthropy Executive – WA
ROLE GRADE	7
COST CENTRE	Key Relationships
LOCATION	Perth
DATE REVIEWED	December 2019
POSITION BASIS	Part time 0.8 FTE

### Introduction

Bush Heritage Australia is a national non-profit organisation that buys and manages land to protect our irreplaceable landscapes and our magnificent native species forever.

We buy land that has outstanding conservation values and reconnect fragmented landscapes to protect habitat for wildlife. Bush Heritage works across 19 priority landscapes and owns 37 reserves. In addition, we partner with Aboriginal people and agricultural landowners to achieve conservation outcomes. Currently, Bush Heritage is working across more than 11.3 million hectares, protecting more than 6000 native species and at least 243 endangered species.

Established in 1991, Bush Heritage has around 30,000 supporters Australia-wide and an annual operating budget of over \$20 million. We are primarily funded by donations from individuals and philanthropic sources.

Our culture is characterised by a collaborative and supportive approach, with a strong commitment to safety and professional development.

Bush Heritage Australia acknowledges the Aboriginal traditional owners of country.

#### 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 right 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

Heather Campbell is Bush Heritage's Chief Executive. The Board President 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 Aboriginal and Torres Strait Islander people and has Aboriginal representation on its Board.

## Direction and guidance for this position

Reporting to the Senior Philanthropy Executive, the incumbent 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.

## 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 Melbourne and Adelaide and 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 Perth. 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 and skills**

### **Essential**

- Demonstrated commitment to Bush Heritage's vision and values.
- Excellent interpersonal and influencing skills with the demonstrated ability to build relationships to achieve specific outcomes
- Excellent written and oral communication skills with demonstrated experience communicating to a diversity of audiences
- 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.
- Full driving licence for cars.

### **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".
- 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.
2. Complete and support 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 per month with donors and prospective new supporters.

## **Policies and workplace 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**

<b>Position title of supervisor</b>	Senior Philanthropy Executive (Melbourne based)
<b>Position titles which also report to supervisor</b>	Philanthropy Executive – Vic, Philanthropy Executive - Queensland
<b>Titles of positions that report to this position</b>	None
<b>Key internal relationships</b>	Major Gifts and Bequests team, including other Philanthropy Executives, the Marketing team, the Executive Manager – Marketing and Fundraising, Senior Management Team members, the Chief Executive and Board Members.
<b>Key external relationships</b>	Individual Donors, Trusts and Foundations, Corporations