



POSITION DESCRIPTION State Manager NSW & ACT

PHILANTHROPY AUSTRALIA BACKGROUND

Philanthropy Australia is the national peak body for philanthropy. We are an independent organisation with approximately 800 trusts, foundations, organisations, families, individual donors, professional advisers, intermediaries and not-for-profits as our membership.

We are a growing movement of people and organisations who believe in the importance of giving and our members are proud to leverage their wealth and influence to create social change.

Our purpose is to serve the philanthropic community to achieve more and better philanthropy. We do this through:

- Collaboration – helping our stakeholder groups grow philanthropy together;
- Connections – enabling the sharing of knowledge, innovation and research; and
- Capability – enhancing the skills of the philanthropic sector.

Our collective community magnifies the impact that any of our stakeholders could achieve alone.

Philanthropy Australia was established over 40 years ago by a group of Melbourne based foundations. Today, we have offices in Sydney, Melbourne, Adelaide and Queensland, from where we service the other States and territories.

Philanthropy Australia is governed by a Board of up to 15 members, elected for three-year terms. These members work as ambassadors for the organisation as well as fulfilling the statutory requirements of a governing board.

Our role is to support the philanthropic efforts of its members, and this is achieved through:

- Leading and representing the philanthropic sector;
- Promoting the contribution of philanthropy by increasing understanding in the community, business and government;
- Inspiring and supporting new philanthropists;
- Increasing the effectiveness of philanthropy through the provision of information, professional development, resources and networking opportunities; and
- Promoting strong and transparent governance standards in the philanthropic sector.

Philanthropy Australia also produces and distributes information to those seeking to understand access or partner with the philanthropic sector and to contribute to the growth of philanthropy and the philanthropic sector. Further information on Philanthropy Australia is at www.philanthropy.org.au.

KEY STATS

- FY 2019 revenue - \$4.1 mil (\$1.2 million in membership fees – FY2019)
- EFT at 31 Dec 2019 – 19
- Members as at 31 Dec 2019 – 726
- Annual Report <http://www.philanthropy.org.au/about-us/annual-reports/>

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JOB TITLE: State Manager NSW & ACT
LOCATION: Sydney, NSW
ROLE: Full time
REPORTS TO: National Membership Director

KEY RELATIONSHIPS

- Membership Services team (3 x state managers & support staff)
- CEO and other Philanthropy Australia staff;
- Current and prospective NSW & ACT Members
- Philanthropy Australia Board and members

DIRECT REPORTS

- Membership Administrator (NSW) – part-time support (50%)

PURPOSE OF THE ROLE

To build relationships, grow membership, deliver services and support NSW & ACT membership, ensuring a strong leadership position and visible presence for philanthropy in NSW and ACT.

To be successful in the role, the NSW/ACT State Manager will;

- develop and maintain relationships with current and prospective NSW/ACT philanthropic members, including private, community and corporate foundations.
- ensure members are engaged and supported by providing the tools and connections such as networks, professional development and information communications to enable philanthropy practitioners to engage in more and better philanthropy.
- raise the profile of philanthropy in NSW/ACT through engaging with, and imparting knowledge to members, philanthropists and the wider public.
- support the implementation of the national New Gen Program within NSW & ACT, to increase engagement with a new generation of philanthropy.

The role participates as a key member of the national membership team in the overall development and delivery of Philanthropy Australia's strategic and operational plans.

KEY RESPONSIBILITIES

Developing, managing and maintaining relationships with NSW & ACT membership

- Deliver and administer a quality end-to-end membership experience to NSW&ACT members.
- Develop membership growth in NSW&ACT including establishing clear targets, timetables and strategies for prospecting, growing and renewing membership
- Implement the NSW&ACT annual membership services plan for more and better philanthropy.
- Connect members through delivery of high quality member programs and services
- Develop and deliver local networking opportunities and events in NSW&ACT.
- Work closely with the National Director in the development and delivery of the national program of membership services, events and activities in NSW&ACT.
- Support the National Director & Peer Networks Program officer to further develop the national New Gen program in NSW&ACT.
- Work with the Partnership Officer to build stronger links and partnerships in NSW&ACT to extend the influence and reach of Philanthropy Australia. Identify opportunities for financial support or in-kind in the form of time, information, goods and services, voice and influence.

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- Work with the Marketing and Communications team to strengthen communications, media and marketing to increase public awareness of Philanthropy Australia and philanthropy more broadly in NSW&ACT.
- Represent Philanthropy Australia in NSW&ACT as appropriate.

Portfolio Areas

- You may be asked to manage or be part of a lead-team on at least one National strategic activity, project or portfolio area, depending on skills and experience.

Financial, data collection & operations management

- Financial management for the NSW & ACT membership program, including:
 - Deliver & management of State revenue generation (renewal & retention) targets: memberships, partnerships and state-based professional development programs
 - Capture engagement statistics and monitor and report on NSW&ACT engagement
 - Provide timely analysis of financial & key membership reporting as required;
 - Budget preparation and on-going management of NSW/ACT program;
 - Efficient use of resources to maximise returns.

Professional practice

- Maintain effective links and relationships with other relevant stakeholder organisations in philanthropic sector.
- Maintain a current knowledge of national and international membership engagement & communication practices within membership-based organisations.
- Participate in PA's corporate life including attendance and assistance with stakeholder events and after-hour programs as required.
- Support the National Membership Director as lead PA staff member for the NSW state workplace / office, assisting in all operational matters when required.

SELECTION CRITERIA

- Demonstrated strong leadership and interpersonal skills; including strategic thinking, ability to inspire others, positive interaction and effective problem solving.
- Demonstrated excellent stakeholder management, with a focus on member relations as well as Board, staff, key partners and other stakeholders.
- Strong networks and knowledge of philanthropic and community sectors, including Private and Public Ancillary Funds and advisors.
- Highly developed written, oral communication, negotiation and presentation skills.
- Highly developed research and analysis skills with a high level of attention to detail.
- Proven ability to prioritise a high workload and juggle competing demands.
- Motivated self-starter with significant management experience, including the ability to work as part of a small national team.

As this is a role supporting a National membership program of services and events, the ability to work outside of normal hours, and travel (interstate on occasion also) will be required.

The State Manager NSW & ACT is required to develop and commit to key performance indicators (KPIs) that relate to activities in the Strategic Plan 2017-2021, each of which are monitored and assessed by the CEO. In addition, the State Manager NSW & ACT is required to agree to PA's Code of Conduct and abide by the operating values of the organisation.

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HOW DO I APPLY?

A copy of the position description can be found on our website - [Careers](#)

For a confidential discussion or for more information please call us on 03 9662 9299.

To apply, you MUST submit a CV and covering letter outlining why you are interested in representing Philanthropy Australia; and how your skills and experience align to key selection criteria.

If you would like more knowledge or to have a specific conversation about this role, please speak with the National Membership Director, Judy Foster, on 02 9326 9200

Please send your applications via email to Mal Lewis, Operations Manager, at hr@philanthropy.org.au

Applications close 5pm Sunday, 15th March 2020.