



Philanthropy Officer

APPLICATION PACK

Position Title	Philanthropy Officer
Program/Division	Fundraising
Employment	<ul style="list-style-type: none">• This position is employed under the Social, Community Housing & Disability Services Award.• Salary plus super plus vehicle/allowance plus salary sacrificing available.• Excellent conditions including additional paid leave over Christmas/ New Year, access to study leave, birthday leave and flexible working arrangements.
Position Type	Full Time
Location	Annerley, Queensland (potential for flexible location)
Contact	Pamela Sutton-Legaud CFRE MBA, Principal Consultant, AskRIGHT
Phone	0413 594 302
Email Application	p.legaud@askright.com
Closing Date	20 th August 2020 5pm

All Applications must include the following to be considered for the advertised position:

- Cover Letter with written responses to Selection Criteria
- Resume

About the Organisation

Drug ARM (Awareness Rehabilitation, Management) is a not-for-profit organisation founded upon Christian principles. Drug ARM is committed to reducing harms associated with alcohol and other drug use and provides a range of specialised services for individuals, families and communities throughout New South Wales, Queensland, and South Australia.

Accountability

To: The Communications and Relationships Manager

By: Providing verbal and written reports on a monthly basis, or as otherwise required;

For: The effective and efficient delivery of roles and responsibilities in line with the policies, procedures and practice frameworks, defined outcomes and the position description.

Background

Drug ARM is a specialist not-for-profit, non-government organisation that works to reach and improve the lives of people, families and communities impacted by alcohol and other drug use. Its programs and services are part funded by government in addition to support attracted from individual and institutional philanthropists as well as local companies. Drug ARM is a subsidiary of the Drug Awareness & Relief Foundation (Australia) – a public benevolent institution that provides relief related to alcohol and other drug use and mental health issues in coordination with Drug ARM. This role will help grow the philanthropic support for Drug ARM's programs, building new and existing major donor relationships for long term support. Many of Drug ARM's donors have supported the organisation for many years therefore there is the potential to develop a bequest strategy.

Position Overview

Focusing on our major individual donors, corporate contacts as well trusts and foundations, you will be responsible for delivering agreed organisational targets and contributing to Drug ARM's financial growth strategy.

The Philanthropy Officer will be an ambassador for the work of Drug ARM to high value stakeholders, effectively presenting our work in a variety of communication forms to secure financial gifts. Your creativity and proactive attitude will help you contribute to our broader Fundraising team, as well as ensure that the organisation continues to grow and contribute to the movement.

Position Responsibilities

The Philanthropy Officer will:

- Develop and implement long-term strategies and forecasts for large gift and bequest programs
- Contribute to annual plans and budgets
- Deliver agreed organisational targets for funds raised from major donors, corporates and trusts & foundations
- Set, achieve and measure annual and long-term KPIs, Return on Investment (ROI) and Life-Time Value (LTV) for major gifts
- Monitor industry trends, including ensuring the participation in and reviewing of sector research (e.g. benchmarking and industry trends)
- Engage in high level engagement and relationships with donors, prospects, Board and other key stakeholders, including the direct solicitation of significant gifts
- Ensure the implementation and maintenance of processes and practices that maintain high quality data for all programs, including pipeline management utilising our CRM.

Prerequisites for the Position

Qualification and Experience:

- A minimum of 3 years' experience in a similar role with evidence of capacity to attract five-figure gifts from individuals as well as trusts and foundations.
- Strategic skills for donor cultivation and donor stewardship plans.
- Experience setting up or starting a major gifts and/or bequests program.

Staff will be required to have membership with a relevant professional body (or be working towards) such as the Fundraising Institute of Australia (FIA) and be a holder of a **current Blue Card (Working with Children Check)**.

Skills, knowledge, experience, qualifications and or/training

- Proven ability to personally develop major donor relationships to deliver high value gifts from major donors;
- In depth understanding of current fundraising trends, techniques and challenges
- Strong communication, influencing and relationship building skills;
- Experience working in an organisation working with vulnerable people and ability to present issues to diverse audiences;
- Knowledge of statutory requirements relevant to work;
- Sound discipline knowledge gained through experience, training or education;
- Ability to build effective relationships and partnerships
- Strong community links

Attitude:

- Adhere to and practice the organisation's mission, vision and core values;
- Be proactive, positive, enthusiastic, energetic, responsible and friendly;
- Provide positive constructive feedback for fellow staff, supervisors, volunteers and students;
- Be committed to providing quality services and support that represent leadership and creativity.

Selection Criteria

Please respond to each criteria question to the best of your ability.

It is not expected that all applicants will have the required experience, skills and/or knowledge in all of the identified areas. The most suitable candidate may be the one who is honest about their limitations and openness to new learning and skills.

- SC1** A minimum of 3 years' experience in a similar role with evidence of capacity to attract five-figure gifts from individuals as well as trusts and foundations.
- SC2** Strategic skills to develop donor cultivation and donor stewardship plans and provision of examples of planning documents or strategic thinking.
- SC3** Experience of or skills capable of setting up or starting a major gifts and/or bequests program.
- SC4** Membership with a relevant professional body (or be working towards) such as the Fundraising Institute of Australia (FIA).

SC5 Confirmation that you have Australian residency or citizenship with the right to work Australia

Other Requirements

- Willingness to work within the Christian principles of the organisation.
- Police and/or Security clearances.
- A valid Australian Driver's Licence.
- The right to work in Australia.
- Travel as required for the position.