

BARNARDOS AUSTRALIA

Major Gifts & Bequests Manager

LOCATION	Ultimo, Head Office
REPORTS TO	Head of Philanthropy & Partnerships
DEPARTMENT	Philanthropy & Partnerships
DIRECT REPORTS	N/A
PAY LEVEL	\$TBA + super, FBT
HOURS	Full Time

JOB SUMMARY

Barnardos Australia is a leading child protection charity in Australia. We believe all children and young people deserve caring families in which they can grow safely and fulfil their potential. We work tirelessly, together with children, young people and families to break the cycle of disadvantage.

Without donations, Barnardos Australia simply couldn't provide the level of care we do, to the children who so desperately need it. Our talented staff raise these vital funds to enable our frontline staff to deliver effective, evidence led programs that give vulnerable Australian children a chance of a brighter future.

The Philanthropy and Partnerships team lead the development of Barnardos Australia's corporate and new business partners, trust and foundation partners, community fundraising, major donors and bequests. These revenue streams provide significant income for the organisation, which we are looking to increase over the next five years.

This position will lead and deliver all aspects of the Major Donor and Bequests portfolios at Barnardos Australia and is responsible for building an engaged donor pipeline to support its front-line programs through donations. The role includes implementation of major gift and giving strategies; development and implementation of a Major Giving program while at the same time managing a pipeline of prospective donors through effective research, cultivation, solicitation and stewardship. It also involves the implementation of a Bequests program.

KEY RESPONSIBILITIES

Strategic Development

- Lead the major donor and bequests functions to deliver fundraising revenue, growth goals and maximise return on investment
- Implementation of an annual Giving Program encompassing major donors to deliver an annual target

- Ownership and continued development of a prospective donor pipeline which will clearly identify research, cultivation, solicitation and stewardship plans for donors using Raiser's Edge to support data reporting and research
- Implementation of a Bequest Program followed by the stewardship and cultivation of those individuals to increase the numbers of interested, intending and confirmed Bequestors.

Acquisition and Stewardship

- Identify, qualify and cultivate new donors including writing compelling proposals for tied and general funding opportunities
- Work with existing supporters and new supporters to build a broader pool of prospects in both gifts and bequests
- Engage existing and new donors through a range of unique touch points, and strengthen supporter welcome journey and stewardship plans for all donors
- Seek new acquisition opportunities within budget to promote Barnardos Australia and acquire new donors
- Manage donor participation at relevant engagement events including strategy, ask and follow up

Budgets and Performance Monitoring

- Maintain accurate and up to date records of relationships managed in Raiser's Edge Database
- Manage income and expenditure for Gifts and Bequests area including the monthly management accounts process and working with Operations and Finance Teams to reconcile campaign income
- Support the quarterly reforecast process and Board report requirements, including working with Head of Philanthropy & Partnerships to set budgets for the next financial year
- Responsibility for the ongoing monitoring of donation income

Cross Team Collaboration

- Work with Trust and Foundation Manager and other fundraising areas to ensure every opportunity is maximised
- Build relationships with key front-line staff to gain program knowledge and secure opportunities for donor engagement
- Work with colleagues in the Individual Giving and Communications teams on integrated campaigns to identify giving opportunities to extend Barnardos reach
- Support wider team fundraising initiatives

Fundraising Best Practice and Compliance

- Ensure that all work undertaken follows fundraising best practice and charity law.
- Maintain high standards of governance in data management
- Follow all internal policies and best practice

ESSENTIAL CRITERIA

Qualifications/Education/Knowledge

- A tertiary qualification in a relevant field of study, or equivalent practical experience

Experience

- Proven success in relationship fundraising and strong knowledge of the Australian philanthropic landscape
- Demonstrated experience in prospect research of major donors
- Demonstrated experience implementing income raising strategies in a charity context, and a proven track record of delivery against income targets
- Outstanding stakeholder management skills, including the ability to communicate confidently and effectively at all levels, and build and nurture strong relationships

Abilities, aptitude and skills

- Excellent verbal and written communication skills and the ability to prepare compelling proposals and communications
- Exceptional attention to detail with strong organisational and project management skills
- Sound working knowledge of Microsoft Office products and database systems (Raiser's Edge an advantage)
- Able to work autonomously as well as part of a team
- Willingness to work with others to achieve shared team objectives
- Friendly, personable and able to build harmonious working relationships
- A demonstrated commitment to high professional ethical standards and a diverse workplace

DESIRABLE CRITERIA

- Commitment to social justice and Barnardos mission
- An interest in improving the future of disadvantaged Australian children and young people
- Current Driver's Licence