

| <b>POSITION DESCRIPTION</b>                  |  |
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| <b>Title</b>                                 | <b>Philanthropy Manager</b>  |
| <b>Unit</b>                                  | Philanthropy & Partnerships  |
| <b>Reporting to</b>                          | Head of Philanthropy & Partnerships  |
| <b>Location</b>                              | Level 8, 120 Sussex Street Sydney NSW 2000   |
| <b>Position Statement</b>                    | The Philanthropy Manager works closely with the Philanthropy & Partnerships team to develop and implement initiatives to identify, cultivate and solicit gifts from donors in the major and middle gifts range. The role works closely with the Head of Philanthropy and Planned Giving Manager to identify and cultivate relationships with both existing major and middle donors and identify new prospects. A key component of the role is to identify new opportunities and to support and drive the strategy to grow the program.   |
| <b>Accountabilities and Responsibilities</b> |  |
| <b>Unit Responsibility</b>                   | <ul style="list-style-type: none"> <li>• In collaboration with the PPH team develop initiatives to identify, cultivate and solicit gifts in the major and middle donor's gifts range of \$10,000 and above.</li> <li>• Support stewardship of major donors and middle donors and manage a portfolio of donors with the aim of increasing their engagement.</li> <li>• Identify prospects and new supporter opportunities.</li> <li>• Proactively support and work with the PPH team to achieve major donor fundraising targets by increasing repeat income and lifetime value.</li> <li>• Provide portfolio support, strategic counsel and assist with donor communications.</li> <li>• Work with the PPH team to schedule and set objectives for individual research, cultivation, solicitation and contacts with high priority donors and prospects..</li> <li>• Maintain thorough and up to date files and records relating to major donors and liaise effectively with the Donor Care Team and other staff to maintain correct records and reporting.</li> <li>• Research and identify projects and products appropriate for major donors</li> <li>• Work with PSU and PSP to identify products and projects to share with major donors..</li> <li>• Provide written proposals for major donors.</li> <li>• Research new funding options; grants and foundations.</li> <li>• Prepare reports and material to present to major donors.</li> <li>• Work with PPH team throughout the appeals process, including development and execution of appeals.</li> <li>• Maintain a thorough knowledge and understanding of UNHCR's work around the world.</li> <li>• Attend UNHCR's events as appropriate to represent the organisation.</li> </ul> |

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| <b>Organisational Responsibility</b> | <ul style="list-style-type: none"> <li>• Demonstrate an active and dedicated commitment to the A4U's Mission, Vision and core principles.</li> <li>• Comply with A4U's Policies and Procedures.</li> <li>• Observe all legal and legislative requirements.</li> <li>• Assist in the development of, and participate in A4U's initiatives, projects and events.</li> <li>• Cultivate productive and collaborative working relationships and outcomes through open and inclusive planning, continuous information sharing and transparent work practices.</li> <li>• Liaise with others in a professional, respectful and constructive manner.</li> <li>• Ensure a high level of confidentiality and integrity.</li> </ul>   |
| <b>Selection Criteria</b>            |  |
| <b>Essential Qualities</b>           | <ul style="list-style-type: none"> <li>• Tertiary qualification or related experience in NGO.</li> <li>• Well-developed relationship management and engagement skills.</li> <li>• Passionate about engaging with supporters to help refugees.</li> <li>• Ability to influence and engage a wide range of supporters and build relationships.</li> <li>• Excellent written and verbal skills.</li> <li>• Strong internal direction and motivation, with a desire to help donors achieve personal satisfaction through their support of A4U.</li> <li>• Successful track record in delivering excellent customer service.</li> <li>• Effective time management skills.</li> <li>• Analytical and problem solving skills.</li> <li>• Database management skills.</li> <li>• Advance computer skills, including all Microsoft office products.</li> <li>• Ability to work as part of a team</li> </ul> |
| <b>Desirable Qualities</b>           | <ul style="list-style-type: none"> <li>• Experience working with a relational database, ideally Raiser's Edge or a similar platform.</li> <li>• Self-Leadership and able to work autonomously</li> <li>• Experience in prospect research.</li> <li>• Knowledge of international aid and development.</li> <li>• Experience in preparing written proposals</li> </ul>   |
| <b>Person Specifications</b>         | <ul style="list-style-type: none"> <li>• Highly motivated, with an ability to complete tasks, and a strong attention to detail.</li> <li>• Strong planning and organisational skills.</li> <li>• Ability to engage a wide range of key stakeholders.</li> <li>• Results-oriented.</li> <li>• Creative flair.</li> <li>• Able to Multi task.</li> <li>• Work under pressure.</li> <li>• Adaptability, flexibility and problem solving skills.</li> <li>• Team player - open, friendly and approachable.</li> </ul>  |
| <b>Key Competencies</b>              | <ul style="list-style-type: none"> <li>• Analysis and problem-solving</li> <li>• Customer focus</li> <li>• Flexibility and adaptability</li> <li>• Influencing</li> <li>• Innovation and creativity</li> <li>• Results orientated</li> <li>• Information gathering and research capability</li> </ul>  |