



Karrkad Kanjdji Trust

Supporting country, culture and community

Position Description

Title: Philanthropy Executive

Remuneration: Commensurate with experience

Location: Melbourne preferred

Date Reviewed: August 2021

Position Basis: Fulltime, ongoing

About the Karrkad Kanjdji Trust

The Karrkad Kanjdji Trust (KKT) works to protect, restore and enhance the unique natural environment of West and Central Arnhem Land, NT. KKT acts as the philanthropic fundraising arm of the region's Indigenous ranger groups, partnering with on-ground land management organisations to realise this mission.

KKT was established by Traditional Owners of the Warddeken and Djelk Indigenous Protected Areas in 2010. Our name, Karrkad Kanjdji (pronounced gar-gut gun-jee), refers to the stone country highlands and savanna lowlands of Arnhem Land, that we work together to protect.

Today, KKT is working with four Indigenous ranger groups, who manage over 50,000 square kilometres of Country. Our approach to conservation is holistic - each project we support strengthens the ability of communities to manage their natural and cultural assets. Our projects span six key focus areas: native biodiversity, bi-cultural education, women's employment, cultural heritage, community sustainability and climate change.

Our vision is that current and future generations of bininj (Indigenous people) and balanda (non-Indigenous people) can work together to support the sustainability of land management and cultural heritage work, while enabling the ongoing self-determination of the people of West and Central Arnhem Land.

Governance

The Karrkad Kanjdji Trust is governed by a board of eight, plus three alternate Directors. Fifty per cent of our board members are Traditional Owners from the communities we work with in West and Central Arnhem Land. They have extensive experience and skills in conservation, education and cultural heritage management. Our four non-Indigenous board members are based in Melbourne and

Sydney and have been invited on to the board due to their specific expertise and commitment to our approach.

Our Chair is Justin Punch and our Directors are Dean Yibarbuk (Deputy Chair), Jon Altman, Fred Hunter, Margie Moroney, John Dalywater, Teya Dusseldorp, Cindy Jinmarabynana. Our alternate Directors are Annette Miller, Terrah Guymala and Conrad Maralngurra.

Guidance for this position

Reporting to KKT's CEO, Stacey Irving, the role of Philanthropy Executive works collaboratively with KKT's small team and with program managers, Traditional Owners, rangers and stakeholders across the country.

About the role

The Philanthropy Executive role is integral to KKT's growing fundraising program, connecting philanthropists with inspiring Indigenous led conservation and cultural heritage programs in Arnhem Land. The role will involve managing a portfolio of new and existing donors, including:

- high net worth individuals
- trusts and foundations
- companies, and
- private ancillary funds

Working together with KKT's small fundraising team, the role will support events (both online and in person), site visits, donor meetings, proposal writing, reporting and general communications.

KKT is a small organisation, and opportunities to work across the organisation on different projects will become available, in line with the successful candidate's skills and career ambition. KKT is also committed to the professional growth and development of its staff and will support this where possible.

All KKT staff are expected to adhere to KKT policies and procedures including Privacy, Working With Children and Work Health and Safety.

Key responsibilities and duties

- Effectively manage a portfolio of donors through the moves management process
- Contribute to donor prospect research and strategy
- Support KKT's events and trips program
- Support the creation of key general communications pieces
- Develop the KKT bequest pipeline and framework
- Provide fundraising support to the CEO
- Report and analyse major gift program performance
- Contribute actively to organisational activities and planning
- Other duties relevant to this role

Selection criteria

- Excellent interpersonal skills applied directly to relationship management

- Excellent written communication skills applied directly to proposal and report writing , including demonstrated ability to analyse a piece of communication and repurpose it in a desired style and tone of voice.
- Thorough understanding of conservation and/or Indigenous land management sector in Australia
- Experience working in the non-profit/for-purpose sector, ideally in a fundraising or support role
- Demonstrated ability to review and improve processes
- Experience in events and stakeholder site visits

Desirable criteria

- Demonstrated experience and ability to develop genuine and respectful relationships with all stakeholders, including Aboriginal people
- Experience in travelling to, and operating in, very remote places
- Experience in the use of CRM databases

Additional requirements

- Degree in relevant field
- Applicants must hold a valid manual driver's licence

Position Relationships

Position title of manager	CEO
Position titles which also report to manager	Grants Coordinator, Philanthropy Executive (2), Finance Manager
Titles of positions that report to this position	None
Key internal relationships	KKT staff and board of Directors
Key external relationships	KKT partner organisations and KKT donors

How to apply

Applications must include a CV and a letter that clearly addresses each of the selection criteria using examples. Applications which do not address the selection criteria will not be considered. Please email applications to stacey.irving@kkt.org.au

For further information contact Stacey Irving, CEO, at the email listed above, or on 0448 638 781.

Aboriginal and Torres Strait Islander applicants are encouraged to apply.

Applications close as soon as we find the right person.