

POSITION DESCRIPTION - Philanthropy and Development Manager

Employer: The Australasian Centre for Corporate Responsibility

Work Type/s: 3-5 days/week (please specify your preference when applying); flexible hours are available; some availability across 5 days/week would be ideal

Salary: \$95,000-\$120,000 + super depending on experience, pro rata for part time

Sector/s: Not For Profit (NFP)

Location: based in or within easy access of Sydney or Melbourne, working from our Sydney office or from home.

Job posted on: 24 September 2021

Applications close: 9am, Thursday 11th November 2021

Background: ACCR challenges companies to respond to the most important issues of our time, like climate change and human rights, and in how they treat all of their stakeholders, including workers and First Nations communities. We are compelled by the importance and urgency of these matters, and use all the tools available to shareholders to make concerns known to companies, to seek fast and effective change. We were founded as a non-profit organisation in 2012, and since that time we have promoted ethical investment and assisted investors through education, research, collaboration, engagement and advocacy. As shareholders ourselves, we pursue various avenues of shareholder advocacy, including through the filing of shareholder resolutions, on issues relating to climate, social impacts and governance. We are a member of both the UN Principles for Responsible Investment (UNPRI) and the Responsible Investment Association of Australasia (RIAA). ACCR is an Accredited Research Institute, and has DGR status to receive tax-deductible donations for its research work. The majority of our funding is currently from private foundations. We do not accept money from corporations or government.

Role Context: ACCR has a dynamic team of over 20 driven and experienced staff. Thanks to a heightened awareness of the importance of our work, and the urgency of the issues - like climate change - that we work on, we are growing rapidly. We have strategic priorities to continue to grow our relationships with grant-giving foundations, secure increased funding for our Social Impacts workstream (e.g. workers' rights, gender, cultural heritage), and diversify our income streams (new grantors, family foundations, high net worth individuals as likely audiences). This new role will be responsible for developing a fundraising strategy that is consistent with ACCR's brand and securing a significant increase in both DGR and non-DGR funding for ACCR's work. The position-holder will become the primary contact with donors and grantors of all types, and will personally undertake the tasks involved in executing the strategy, for example, coordinating and assisting to draft funding applications, organising events, drafting communications with donors and speaking confidently and accurately about the work of ACCR.

This role will be for an initial one year contract, starting as soon as possible, with the potential for extension subject to funding.

Responsible to: Chief Operations Officer

Key Relationships: Executive Director

Responsibilities

Working closely with the Executive Director, Chief Operations Officer and staff across ACCR, the Philanthropy and Development Manager is responsible for growing the scale and depth of our engagement with ACCR's existing and potential funders, and developing new sustainable funding streams with responsibilities including, but not limited to:

1. Develop an ambitious fundraising and donor relations strategy that is appropriate to the nature of ACCR's work and strategy, and rapidly commence implementation of the strategy, to grow grant and non-grant income (both DGR and non-DGR) and maximise ROI.
2. Manage a portfolio of relationships by overseeing the full lifecycle of engagement with donors and grantors.
3. Support the Executive Director and thematic lead staff in obtaining and sustaining funding from grantors, identifying new grant opportunities, coordinating and helping to draft funding proposals, building grantor relationships and enhancing ACCR's reporting to grantors.
4. Organise events/webinars and undertake any other logistics required to implement the donor relations strategy.
5. Use and develop ACCR's CRM (Salesforce) for audience segmentation and relationship/moves management.
6. Develop and disseminate case for support documents and communications materials for a variety of donor audiences (e.g. newsletters, promotional materials, email appeals).
7. Oversee ACCR's compliance with fundraising regulations.
8. Manage relationships with ACCR members, and liaise with the Shareholder Engagement team to engage with our shareholder community and prospective donors.
9. With the Chief Operations Officer, identify and take up pro bono / in kind support opportunities.
10. Other duties as reasonably required.

Criteria

We're looking for someone with these skills and experience:

- Experience developing and implementing a multi-faceted fundraising strategy, including experience with high net worth individuals, donor 'clubs', family foundations and grant-making foundations, with a track record of increasing funding for a non-profit organisation.
- Experience in writing compelling proposals, impact measurement and reporting.
- Excellent communication and interpersonal skills, including the ability to liaise with a range of high level stakeholders e.g board members and CEOs.

- Good understanding of the Australian legal and regulatory environment impacting on fundraising, with experience beyond Australia a bonus.
- Ability to thrive in a fast-paced, constantly changing operating environment, ability to work to tight deadlines, with the agility to move quickly as opportunities present themselves.
- Comfortable communicating with senior people in the finance industry, and an ability to understand and quickly be able to communicate at a high level about corporate accountability, ethical investment and human rights with external contacts and colleagues.
- Ability to carefully convey a nuanced brand in high risk contexts.
- Excellent organisational skills (e.g. to manage events with supporters), the ability to manage multiple tasks and competing priorities, attention to detail and experience with database/records management.
- Self-motivated and self-organising, with an enthusiasm for collaboration and ability to consult and collaborate across an organisation, drawing on the expertise of colleagues as needed.
- Deep commitment to the mission of ACCR.
- Experience working on similar issues to the priorities of ACCR, e.g. ethical investment, climate, human rights, workers' rights and First Nations, would be an advantage.

Application Guideline

To apply, please email the below to careers@accr.org.au, with the subject line: Philanthropy and Development Manager application:

- Up to date resume.
- Up to 600 word statement addressing the criteria above and your reasons for being interested in this role, noting preferred working days and location.
- A response of up to 300 words to the following: You have been asked to identify potential donors for a new project relating to companies' responsibility to address sexual harassment in their workplaces, and prepare a pitch to the group of potential donors. The goal is to attract funds from those who want tax deductibility ('DGR funds') and those who do not need this benefit ('non-DGR funds'). How would you approach this task?

ACCR strongly encourages applications from Aboriginal and Torres Strait Islander people and people of all cultures, abilities, sex and genders. ACCR has policies on anti-discrimination and equal opportunity to which all staff are expected to adhere.