

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: 16th November 2021

Apply as soon as possible: applications will be accepted on a rolling basis

Role Context: This new senior role will be responsible for spearheading a fundraising strategy that is consistent with ACCR's brand and securing a significant increase in funding for ACCR's work. We have strategic priorities to continue to grow our relationships with grant-giving foundations and diversify our income streams (new grantors, family foundations, high net worth individuals as likely audiences). We are seeking an experienced individual who would relish an opportunity to own and develop ACCR's fundraising so we can further meet the demands for our work.

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. 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 philanthropic funds. 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. More information about our latest work can be found in our FY21 Annual Review: <https://www.accr.org.au/2020-2021/>.

What we offer: ACCR has a dynamic team of over 25 driven and experienced staff, mostly based in Australia. As an organisation, we seek to live up to the high standards we expect of companies. We value peer learning and each of us has a professional development budget. We enjoy flexible work hours and supportive home-based working for those who want it. Personal leave is double the statutory requirement, plus extra leave from Christmas to New Year. Our Employee Assistance Program also includes our employees' households.

This role will be for an initial one year contract, starting as soon as possible, with the aim that the role will become permanent after that.

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 which include:

1. **Strategy:** 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 DGR and non-DGR income.
2. **Relationships:** Oversee and deepen ACCR's engagement with donors and grantors and enhance our donors' experience. Use and develop ACCR's CRM (Salesforce) for relationship management. Liaise with the Shareholder Engagement team to engage with our shareholder community.
3. **Fundraising:** Work with the Executive Director and thematic lead staff in obtaining and sustaining funding from grantors.
4. **Communications:** Take a leading role in developing and communicating ACCR's pitch to various audiences, and communicating impact. Ensure professional management of initiatives to attract and communicate with donors e.g. events, promotional materials, e-newsletters.

Criteria

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

- Motivated and confident in pursuing opportunities with prospective donors, and building on existing funder relationships, including the ability to liaise comfortably with a range of stakeholders, including high net worth individuals, donor 'clubs', family foundations and grant-making foundations.
- The ability to contribute to compelling proposals and communicate impact.
- Familiarity with the Australian legal and regulatory environment impacting on fundraising.
- Ability to thrive in a fast-paced, constantly changing operating environment, and work to tight deadlines, with the agility to move quickly as opportunities present themselves.
- 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.
- Alignment with the mission of ACCR.

As a bonus (although not required), you may also have:

- Experience in fundraising and its legal and regulatory requirements beyond Australia; and
- Experience working on similar issues to the priorities of ACCR, e.g. ethical investment, climate, human rights, workers' rights and First Nations.

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 your interest in and suitability for this role, noting preferred working days and location.

Expressions of interest will be kept in confidence. Enquiries about the position may be directed to careers@accr.org.au.

Applications will be considered on a rolling basis.

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.