



BUSH HERITAGE AUSTRALIA

POSITION DESCRIPTION

POSITION TITLE:	Philanthropy Executive
ROLE GRADE:	8
REMUNERATION:	\$87 -107K package including 10% superannuation commensurate with qualifications and experience
COST CENTRE:	Key Relationships
LOCATION:	Queensland
DATE REVIEWED:	December 2021
POSITION BASIS:	Full time 1.0 FTE ongoing

Introduction

Bush Heritage Australia is a national non-profit organisation that buys and manages land to protect our irreplaceable landscapes and our magnificent native species forever.

We buy land that has outstanding conservation values and reconnect fragmented landscapes to protect habitat for wildlife. Bush Heritage works across 19 priority landscapes and owns 37 reserves. In addition, we partner with Aboriginal people and agricultural landowners to achieve conservation outcomes. Currently, Bush Heritage is working across more than 11.3 million hectares, protecting more than 6700 native species and at least 229 endangered species.

Established in 1991, Bush Heritage has over 39,000 supporters Australia-wide and an annual operating budget of over \$28 million. We are primarily funded by donations from individuals and philanthropic sources.

Our culture is characterised by a collaborative and supportive approach, with a strong commitment to safety and professional development.

We acknowledge the Traditional Owners of the places in which we live, work and play. We recognise and respect the enduring relationship they have with their lands and waters, and we pay our respects to Elders past, present and future.

Our values are:

Conservation: Protected, connected landscapes and waterways for plants, animals, and people

Culture: A shared journey of respect for diversity, each other, and acknowledgement of Traditional Owners' enduring relationship to this land and waters

Collaboration: We collaborate with Traditional Owners, other landowners, scientists, government, organisations, and communities for the greatest impact

Community: Together we are an active and dedicated mosaic of staff, volunteers, partners, and supporters all working for a common goal

Safety: Healthy people, healthy country

The organisation has eight teams – West Region; North Region; South East Region; Aboriginal Engagement; Strategy, Innovation & Business Development; Science & Conservation; Fundraising & Engagement; and Corporate Services.

CEO and the Board

Heather Campbell is Bush Heritage's Chief Executive. The Board Chair is Sue O'Connor, and Directors include leading Australians from business and commerce, government, conservation, and science. Bush Heritage demonstrates a strong commitment to Aboriginal and Torres Strait Islander people and has Aboriginal representation on its Board.

Direction and Guidance for this Position

Reporting to the Major Gifts and International Program Manager, the incumbent is accountable for fulfilling the **Responsibilities and Duties** associated with this position. As a self-starter, it is expected that the incumbent will contribute towards improving the effectiveness of systems being managed including the development of new systems where required.

In applying for this position, **applicants should address the criteria set out in the Qualifications, Skills and Selection Criteria** of this position description. Failure to address those criteria will likely preclude the applicant from consideration for the role.

Position Summary (Background)

The Philanthropy Executive will join a dedicated team of Major Gifts and Bequests specialists, responsible for generating income for Bush Heritage's conservation work from individuals, philanthropic foundations and corporations.

The Philanthropy Executive will develop and steward strong relationships with major donors and prospects in Sydney and other locations within Australia directed by the Major Gifts and International Program Manager. This includes working with members of the Key Relationships Team, the Senior Management Team, the Chief Executive and Board members to identify and manage major donor relationships.

The Philanthropy Executive will be based in Queensland. Occasional interstate travel to other state capitals and to Bush Heritage reserves will be required.

Key Responsibilities and Duties

The primary responsibilities associated with the role include:

1. Develop and manage relationships with individuals, trusts and foundations, NGO partners and corporations to generate revenue from individuals, trusts and foundations, Non-Government Organisation (NGO) partners and corporations located throughout specified locations in Australia;
2. Develop and lead the implementation of personalised donor strategies and tactics for identifying, cultivating, and soliciting a portfolio of up to 100 of Bush Heritage's most generous supporters and prospective new donors;
3. Lead the implementation of stewardship and recognition strategies for this portfolio;

4. Conduct at least 8-10 face to face meaningful engagements per month with supporters and prospective new donors;
5. Present major gift solicitation proposals of \$10,000+ to new prospects and established donors personally, including renewal of established donors;
6. Contribute to monthly and quarterly reporting to the Executive Manager Fundraising & Engagement and the Marketing and Fundraising Committee of the Board.
7. Advise and support people in senior roles, including Executive Managers, the Chief Executive and Bush Heritage Board members in identifying, cultivating and soliciting prospective donors; this will include communicating prospect research, conducting prospect rating, discussing tactics for solicitation, and liaising with other staff to provide materials;
8. Work productively with staff within the Major Gifts team as well as with staff across the organisation on individual cases, cultivation events, donor stewardship programs, etc. Work with other teams on cross-department projects such as major project proposals and donor report-backs;
9. Ensure that details of contact and discussions are recorded in the supporter database and appropriate use of business systems and reporting requirements;
10. Other duties, as required from time to time, consistent with the position grading.

Qualifications, Skills and Selection Criteria (used to assess your application)

Essential

- Demonstrated commitment to Bush Heritage's vision and values.
- Excellent interpersonal and influencing skills with the demonstrated ability to build relationships to achieve specific outcomes
- Demonstrated major gift fundraising expertise (preferably with gifts greater than \$100,000) with experience in face-to-face solicitations, portfolio management and the preparation of proposals and reports.
- Excellent written and oral communication skills with demonstrated experience communicating to a diversity of audiences including major donors, corporate representatives, Board members, senior staff and volunteers.
- Demonstrated proficiency in synthesizing materials from multiple sources into a coherent and accurate summary.
- High level of computer literacy and proficiency with personal computers including word processing, spreadsheet and data software.
- Availability to travel interstate on an occasional basis to visit prospects and donors and to accompany them on visits to Bush Heritage reserve properties as required.
- Full driving licence for cars. Able and willing to drive if required for job.

Desirable

- Established networker with good working knowledge of building relationships with high-net-worth individuals and demonstrated success in successfully making and closing "the ask".
- A qualification in fundraising and/or relevant tertiary studies.

Key Outcomes for the Role

1. Successfully manage a portfolio of up to 100 of Bush Heritage's most generous supporters and prospective donors and proactively work towards raising an annual income of \$1million+ (pro-rata equivalent for part time staff) from the portfolio towards Bush Heritage's work.

2. Lead and complete at least 20 individually tailored major gift solicitations per year personally and facilitate major gift solicitations by the relevant Executive Manager, the Chief Executive and Board members as required.
3. Conduct at least 8-10 face to face meetings per month with donors and prospective new supporters.

Policies and Work Place Practices

Bush Heritage people and managers are responsible for and commit to:

- Using and ensuring adherence to Bush Heritage's values, policies and work-place practices;
- Ensuring Health, Safety and Environment compliance, acting and encouraging others to act in a healthy and safe manner; and
- Maintaining a team-oriented environment, managing and developing staff, and valuing diversity.

Position Relationships

Position title of supervisor	Major Gifts and International Program Manager (Sydney based)
Position titles which also report to supervisor	<ul style="list-style-type: none"> • Philanthropy Executives (NSW, VIC/TAS, WA/SA) • Special Projects Lead Philanthropy • UK • Grants Coordinator
Titles of positions that report to this position	None
Key internal relationships	Major Gifts and Bequests team, including other Philanthropy Executives, the Marketing team, the Executive Manager – Marketing and Fundraising, Senior Management Team members, the Chief Executive and Board Members.
Key external relationships	Individual Donors, Trusts and Foundations, Corporations