

## POSITION VACANT: Senior Philanthropy Executive

This is an exciting opportunity for a talented fundraising specialist with 4-6 years plus fundraising experience to support the growth of a dynamic national environmental organisation tackling one of the greatest threats to Australia's biodiversity— invasive species.

<b>Position:</b>	<b>Senior Philanthropy Officer or Philanthropy Executive</b>
<b>Reports to:</b>	Marketing and Development Director
<b>Basis:</b>	Full time 38 hours (5 days) per week. Part time (30 hours, 4 days a week) will be considered for a more experienced candidate.
<b>Location:</b>	Sydney or Melbourne preferred and other locations in Australia considered.
<b>Duration:</b>	Permanent role
<b>Salary range:</b>	\$100,000-110,000 plus super, depending on skills and experience.

### *Job Description*

This is an exciting opportunity for a driven, ambitious and passionate environmentalist to join Australia's leading advocacy organisation tackling invasive species.

The Invasive Species Council is about to embark on a ten-year journey of growth as we aim to prevent more invasive species-led extinctions by 2030 in the midst of an extinction crisis. To support this growth ISC is looking for an experienced, talented philanthropy executive with least 6 years of fundraising under their belt and as part of that, managing a major donor program as part of their role.

We are looking for a switched on and enthusiastic person to lead a growing philanthropy program by applying their exceptional relationship, project management and writing skills to inspire the CEO and others to deliver a best practice major gifts program that will fund our core mission.

You will have a background in running direct marketing fundraising programs that support your major gift program skills. Engaging with existing or potential philanthropists comes naturally to you and you can transform the smallest of encounters into an opportunity to protect biodiversity. You love data and can confidently navigate a spreadsheet and develop a pipeline, just as much as you can a relationship pathway with a funder. You have a knack for developing a great case for support, writing a compelling proposal and enjoy reporting to feed back on your successes.

The team will love your enthusiastic and flexible attitude and your maturity will allow you to happily work autonomously, complete multiple projects at once and contribute positively to our great team culture. Your track record in fundraising success will drive your ambition to move into the big bucks for biodiversity!

At a personal level you will have a good work ethic, resilience, tenacity, confidence and compassion. You will also be comfortable collaborating and know how to set yourself and the organisation up for success, and are bold enough to do it.

Sound like you?

### *Key Functions*

- Leading the Philanthropy program, implementing the ambitious three-year philanthropy strategy for growth, operationalizing annual plans.
- Managing a portfolio of donors, funds and trust & foundations, from acquisition to solicitation to stewardship
- Planning for and analysing and reporting on the performance of the programs
- The writing of fundraising and marketing communications, including pitch documents, appeals and/or grant applications.

### ***Responsibilities***

- Manage and build the philanthropy program: Implement the philanthropy strategy (including opportunities to review and develop the strategy) to achieve growth targets and KPIs.
- Manage the portfolio of 50 + funders and donors and the maintenance of the MD income pipeline (\$5,000 plus portfolio)
- Work with the senior fundraising officer to develop mid donor prospects (\$2000 to \$4999) into major donors.
- Solicit gifts directly and assist/advise the CEO to solicit gifts applying the solicitation formula for success.
- Develop annual operational plans for acquisition and retention and contribute to the future development and refinement of the philanthropy strategy.
- Research, create and maintain donor profiles.
- Write and develop proposals and funding applications and assist the CEO to develop CEO updates.
- Support campaigns team to write grant applications and manage and coordinate content to meet reporting responsibilities.
- Manage the Trust and Foundations calendar.
- Set up and run ISC's new major gifts working group and facilitate quarterly meetings;
- Develop the integrated Major Donor Direct Marketing Program (digital and mail) with the Snr Fundraising Officer which includes:
  - Adapting direct mail appeals and integrated e-appeals for MD audience;
  - Running the annual report donor care mailing and other donor care for MDs; and
  - Event invitations and follow up.
- Coordinate events (F2F and virtual) including RSVPs, guest speakers with the support of marketing staff.
- Develop an exceptional journey for new MD or new MD prospects within the portfolio.
- Reporting and analysis of MD Program Performance.
- Development and running of the bequest program with support from the senior fundraising officer

### ***Performance Measures***

- Successful delivery of major gifts and bequest programs identified in the philanthropy plan.
- CEO and Director of Marketing and Development are well supported.
- KPIs (contact and income) met for individual donors and for specific grants/tied funds.

- Timely and accurate delivery of programs and tasks.
- CEO's major donor efforts are well supported.

#### Key Selection Criteria:

- A minimum of three years' experience in the major donor fundraising either exclusively or part of a fundraising manager role, with at least 3 additional years of fundraising experience in direct marketing (both mail and digital) experience for NGOs, preferably an environment advocacy NGOs.
- Ability to identify and develop (write) the strongest case for support for a campaign, grant application or individual.
- Demonstrated experience in delivering successful philanthropic programs.
- Sound experience managing a portfolio of major donors through their various stages and setting income targets and managing activities and a budget to meet them.
- Experience running small events to solicit funds and engage supporters.
- Experience coordinating successful direct mail and digital fundraising appeals.
- Demonstrated ability to analyse and report on program performance and to identify alternative approaches to improve program performance, including accurate record keeping.
- Demonstrated ability to develop operational plans, pipelines, and creative briefs.
- Self-motivated, energetic, focused, team player willing to learn, solve problems and share their fundraising knowledge with the team.
- Excellent time management, task management and organisational skills.
- Intermediate skills at Microsoft Word (i.e. mail merge) and Excel programs (i.e. calculations, formulas and basic manipulation of the datasheet). These are essential skills.
- Previous work in the non-profit sector and enthusiasm for protecting our environment.

#### Desirable

- Working in the environment sector

**Location:** Any location considered. Preferred in the vicinity of Sydney or Melbourne. The Invasive Species Council supports decentralised working arrangements.

#### **Applications**

Applicants must provide the following:

- send your linked in profile and your current CV/Resume outlining your experience; and
- address EACH of the key selection criteria in a cover letter. Let us know if you want to do this after we have reviewed your linked in profile and we are interested.

Send your application to Amber Sprunt: [ambers@invasives.org.au](mailto:ambers@invasives.org.au).

#### **Applications close: ASAP – No deadline**

Contact Marketing and Development Director, Amber Sprunt on 0437 388 895 for any further information.

#### **About the Invasive Species Council**

The Invasive Species Council is Australia's leading organisation protecting our environment from pests, weeds and diseases. Invasive species have been the main driver of environmental loss of

Australia's native animals since colonisation and remain one of the main threats to the future survival of all our unique wildlife on land and sea.

Formed in 2002, the Invasive Species Council has a track record of success and has develop a 2030 strategy for impact, aiming to prevent more invasive species led extinctions.

Over recent years [we've had several wins](#) that you may like to read about.

We offer a friendly, dynamic and flexible workplace with most staff now working from home.