

Position Title: Head of Philanthropy and Engagement

Location: Tasmania

Reports to: CEO



Background

The [Tasmanian Land Conservancy](#) (TLC) is a for-purpose (not-for-profit), apolitical, science and community-based organisation that protects nature on private land in Tasmania. The TLC has a diverse business model, with revenue comprising philanthropic programs, government and non-government grants and conservation business opportunities. At the TLC we pride ourselves on our collaborative, outcome-focused workplace, and we respect and acknowledge the diversity of people, culture and communities. The TLC seeks new ways to achieve conservation that values nature and the economic, cultural and social benefits it provides us all.

Scope of Position

The Head of Philanthropy and Engagement leads the Philanthropy and Engagement Team to support the organisation to achieve its vision for Tasmania to be a global leader in nature conservation, through the delivery of the organisation's four Strategic Intents as outlined in the [TLC 2030 Strategic Plan](#). The Philanthropy and Engagement Team delivers key targets in the People Implementation Plan, an operational sub-strategy of the TLC Strategic Plan. Developing and implementing the TLC Philanthropy and Engagement Program, the role oversees communication, participation, engagement, partnerships and philanthropy. As a member of the TLC Leadership Team, the Head of Philanthropy and Engagement is a hands-on leadership position supporting the CEO and others in the execution of the TLC Strategic Plan.

Responsibilities

1. Develop and deliver strategic actions in accordance with the TLC's 2030 Strategic Plan.
2. Lead and support the TLC's Philanthropy and Engagement Team of approximately 5 FTE in the delivery of key programs including bequests, major gifts, regular giving, property acquisitions, the TLC Foundation, volunteering and other community engagement initiatives.
3. Oversee the development and distribution of TLC communications and marketing materials across all communication channels ensuring quality, consistency and continuity.
4. Identify, cultivate and manage key stakeholder relationships associated with engagement and giving programs.
5. Lead the development and delivery of TLC engagement activities, including events.
6. Assist in the development and management of financial budgets in accordance with defined delegations, financial controls and reporting requirements.

POSTION DESCRIPTION – HEAD OF PHILANTHROPY AND ENGAGEMENT

7. Promote a safe working environment in accordance with the TLC's policies and procedures, including Workplace Health and Safety, People and Culture and Fieldwork.
8. Provide leadership, direction and advice to the TLC in relation to communications (internally and externally), engagement and giving programs and initiatives, and actively promote the adoption, ongoing use and development of the client relationship management (CRM) technologies and other systems.
9. Contribute to other TLC activities including representing the TLC at events/forums, participating in consultation processes, and contributing to staff, leadership team and board meetings.
10. Other duties as directed by the Chief Executive Officer.

Qualifications, Skills and Experience

Qualifications

1. Tertiary qualification in a relevant field (e.g. marketing, advertising, philanthropy)
2. Manual driver's license

Essential Experience, Skills and Competencies

1. Minimum 3 years' experience developing and implementing fundraising strategies; OR equivalent experience in communications, sales or relationship management. At least 5 years' demonstrated working experience at a senior level is required.
2. Excellent written and verbal communication skills including experience giving high quality presentations and developing and implementing strategic communications using various channels.
3. Strong interpersonal skills with the ability to build and strengthen existing supporter relationships, as well as experience developing and delivering recruitment strategies to grow the TLC's supporter base.
4. Experience using digital platforms (CRMs) and an ability to use data to build a strategy and deliver results.
5. A demonstrated ability to lead, motivate and manage a dynamic and multi-disciplinary team prioritising competing demands, deadlines, and workflows.

Desirable Experience, Skills and Competencies

1. First Aid certificate (Provide First Aid or equivalent) and other competency training certificates as required, or the ability to obtain.
2. A proven commitment to and understanding of the for purpose (not-for-profit) sector.
3. A working understanding of nature conservation in Australia and Tasmania, particularly private land conservation.

Position Type

Ongoing, full time (1.0 FTE = 76 hours / fortnight).

Salary

A remuneration package (pro rata) based on TLC Executive Level 1 (plus statutory superannuation) commensurate with qualifications, skills and experience.

Authorised by the TLC's Chief Executive Officer.

A handwritten signature in black ink, appearing to read 'Katherine Tuft', with a long horizontal stroke extending to the right.

Katherine Tuft
Date: 15 June 2026