

Position Description

Position Title: Philanthropy Specialist

Position Number: POS353

Reports To: Group Manager - Fundraising & Philanthropy

Location: The Hub

PD Number: PDPE003

Classification: Band 6

Organisation Overview

Launch Housing is passionately committed to achieving our vision of ending homelessness and providing a strong focused voice on homelessness driven by our values; empowering, adaptable, courageous and caring.

We are Melbourne's largest independent secular specialist homelessness organisation and the 'go to' organisation on homelessness for government, media, philanthropy, supporters and the community.

From providing high quality housing and an innovative range of support, education and employment services, we bring solutions to homelessness under one roof for thousands at risk of, or experiencing the crisis and trauma of homelessness. Clients are at the centre of everything we do and are actively and meaningfully involved in the design, delivery and evaluation of services as well as our policy development, public advocacy and fundraising.

Through partnerships, research and evidence-based approaches, we will continue the tradition of pioneering new methods and fresh ways to develop solutions at scale, and to make Melbourne a world leading city in ending homelessness.

Launch Housing is an Equal Opportunity employer and supports accessible working arrangements for all. This includes people with a disability, Aboriginal and Torres Strait Islanders, culturally, religiously and linguistically diverse people, young people, older people, women, people with a lived experience of homelessness and people who identify as lesbian, gay, bisexual, transgender, gender diverse, intersex or queer.

To find out more, visit our website at launchhousing.org.au.

Position Overview

The Philanthropy Specialist plays a key role in supporting the growth of Launch Housing's donation income by managing a portfolio of charitable trusts and foundations, stewarding high-value donors, and driving continual improvement and efficiency within the philanthropy team. Reporting to the Group Manager - Fundraising & Philanthropy, the Philanthropy Specialist will use their thorough knowledge of the philanthropic grant-making process and Launch Housing's mission and strategy to identify, qualify and cultivate granting opportunities, research, develop and write compelling grant proposals, and lead the process of acquitting successful grants.

Using their proactiveness, problem-solving and stakeholder management skills, they will work across the organisation to demonstrate the impact of donor support, including delivering impact reports, experiences, and other engagement opportunities for high-value donors. They will maximise the efficiency and impact of the philanthropy team by implementing new processes to efficiently and accurately identify and cultivate donor prospects, steward high-value donors, and track progress towards income targets. The Philanthropy Specialist will have a passion for continuous improvement, synthesising diverse and complex information into compelling, donor-centric communications and experiences, and developing meaningful donor relationships to help drive retention and growth in high-value donors.

Launch Housing Leadership Framework

At Launch Housing, we believe that leadership is not defined by position or title – but by the mindset you bring and the actions you take. We also believe that leadership is learnable – that there is a body of knowledge, skills and dispositions associated with leadership that can be learned.

The Launch Housing Leadership Framework outlines the key expectations and behaviours required for effective leadership at every level. This role is aligned to the Leading Self proficiency level within the framework, reflecting the responsibility to demonstrate professionalism, personal accountability, self-awareness, and continuous development.



Key Outcomes

Maintain and Grow Funding from Charitable Trusts & Foundations

Success will look like:

- Managing the grant lifecycle for charitable trusts and foundations, from identifying funding opportunities that have close alignment with Launch Housing's strategy, to developing proposals and submitting applications, reporting and acquitting grants, and identifying opportunities to instigate and deepen relationships with donors.
- Working across Launch Housing with a range of client-facing and other specialist teams to translate projects into language that resonates with donors and fulfills their charitable purpose.
- Establishing, implementing and continuously improving internal processes to capture timely information from client-facing, Research, Evaluation and Data, and Finance Teams including key data, program successes and challenges, case studies, imagery and more.

Planning & Delivering High-Impact Stewardship for High Value Donors

Success will look like:

- Planning and delivering a calendar of engagement opportunities for high value donors including bespoke events, site visits, and other creative ways to demonstrate the impact of their support.
- Delivering compelling donor communications including project-specific impact reports, a donor newsletter, and other tailored communications.
- Supporting the process of identifying and cultivating new major donor prospects.
- Synthesising complex information and translating into accessible, donor-centric content to demonstrate evidence of impact and meet the needs and interests of high-value donors.

Implement & Continually Improve Processes to Drive Philanthropic Income

Success will look like:

- Identifying gaps and opportunities to improve current processes to support the efficient and effective management of the grants cycle and relationships with high-value donors.
- Establishing and implementing new processes to improve the function of the Philanthropy Team, especially in relation to best-practice use of the CRM to identify, cultivate, and steward major donors, and track progress towards income targets.
- Supporting team members to achieve best practice use of the CRM for grants and relationship management.

Collaboration, Culture & Organisational Contribution

Success will look like:

- Actively engaging in continuous improvement within your team and across the organisation.
- Building and maintaining strong, respectful relationships with colleagues, clients, and external partners.
- Behaving in accordance with all Launch Housing policies and procedures, including the Code of Conduct and Child Safe Code of Conduct.
- Translating Child Safe Standards into day-to-day practice to ensure a child-safe environment is maintained at all times.
- Contributing to a safe, inclusive and supportive workplace where everyone feels valued, respected and heard.
- Demonstrating professionalism, empathy and discretion in all work-related interactions.
- Handling personal and organisational information with care, confidentiality and integrity.
- Sharing knowledge and supporting the capability and development of others across the organisation.
- Participating in organisational initiatives, working groups or projects aligned with Launch Housing's values and strategic goals.
- Undertaking other duties as required, aligned with organisational priorities and operational needs.



Position Characteristics

Skills, Knowledge, Experience, Qualifications and/or Training

Incumbents in this position will undertake ongoing up-skilling both internally and externally. This position requires the following:

- Advanced specialised knowledge related to the work area
- Extensive knowledge of work practices and policies relevant to the work area
- Working knowledge of statutory requirements relevant to the workplace
- Extensive knowledge of their workplace function and operation
- Extensive knowledge of administrative practices and procedures
- Extensive knowledge of wider organisational structures and functions

Organisational Relationships

Level of Supervision

The position is generally not supervised, unless undertaking specialised or complex responsibilities.

Level of Direction

Works under limited direction.

Availability of Assistance

Assistance available on complex or unusual matters.

Extent of Authority

Level of Management Responsibility

May supervise a limited number of lower classified employees and/or volunteers.

Involvement in the Development or Creation of Work Practices and Procedures

Required to develop work practices and procedures, develop and implement significant operational procedures, and review operations to determine their effectiveness.

Involvement in the Preparation of Budgets and Financial Reporting

Employees at this level will be required to assist in the preparation of, or prepare the organisation's budget.

Freedom to Act

Employees adhere to established work practices. However, they may be required to exercise initiative and judgment where practices and direction are not clearly defined.

Monitoring of Work Outcomes

Work outcomes are generally not monitored directly, however someone in this position would be expected to report back to their manager.

Provision of Assistance

This role may provide some assistance to lower classified employees.

Problem Solving

Solutions to problems may require the exercise of some judgment, with guidance generally being found in procedures, precedents and guidelines.



Key Selection Criteria

- At least three years' experience in a similar role with responsibility for implementing and continually improving collaborative processes within and between teams.
- Strong interpersonal, stakeholder management and problem-solving skills.
- Demonstrated ability to synthesise complex information and produce compelling grant applications and reports within an agreed timeframe for a donor audience, including excellent writing skills.
- Ability to manage budgets and adhere to financial principles.
- Familiarity with Microsoft Dynamics 365 CRM (desirable).
- Passion for communicating social impact to drive increased giving and loyalty from supporters.
- Understanding of, or a demonstrated commitment to upholding, Child Safe Standards in the workplace.
- Strong communication and interpersonal skills, with the ability to engage effectively with people from diverse backgrounds.
- Demonstrated commitment to the values of Launch Housing and our mission to end homelessness.

