



Position Description Philanthropy Manager

This position description outlines the role purpose, key responsibilities, values and skills required to successfully perform in your role.

Status: Permanent, Full Time	Location: Sydney, NSW
Reports to: Head of Philanthropy & Donor Engagement Dotted line to Chief Commercial Officer	Direct reports: N/A
Key relationships: • Philanthropy & Donor Engagement Team • Marketing & Communications Team • Services and Programs	

Purpose of the role:

The Philanthropy Manager is responsible for growing Camp Quality's major gifts program through the identification, cultivation, solicitation and stewardship of high-value donors and prospects in NSW and QLD. This role will build and manage a portfolio of major donors, developing meaningful, long-term relationships that inspire transformational giving and create a lasting impact for children facing cancer and their families.

As a key member of the Philanthropy and Donor Engagement team, the Philanthropy Manager will drive sustainable revenue growth through strategic donor engagement, philanthropy and stewardship. This hands-on role is accountable for delivering against ambitious fundraising targets, developing and managing meaningful relationships with donors, philanthropic trusts and foundations, supporting the implementation of Camp Quality's philanthropic strategy, and leading the day-to-day operations of the philanthropy program.

Qualifications (preferred)

- Tertiary qualifications in communications, marketing, business or other relevant studies
- Relevant fundraising qualifications, including Fundraising Institute Australia (FIA) accreditation or professional development.



Experience & Knowledge

- Minimum 7 – 10 years' experience in major gifts, philanthropy or relationship fundraising, with a demonstrated track record of securing gifts and growing giving.
- Proven success managing a portfolio of major donors and prospects through identification, cultivation, solicitation and stewardship.
- Demonstrated ability to develop donor engagement strategies that result in increased philanthropic investment and long-term supporter relationships.
- Experience in prospect research and preparing compelling donor proposals, funding applications, impact reports and stewardship communications.
- Excellent communication, influencing and relationship management skills, with the confidence to engage donors and supporters at all levels.
- High attention to detail, discretion and sound judgement when handling sensitive donor information.
- CRM systems experience (preferably Salesforce)

Other requirements for this role:

- Ability to set, monitor and manage budgets and meet performance targets
- Excellent project management skills: working to tight deadlines, prioritise tasks and workload
- Demonstrated ability to use initiative and work autonomously, as well as part of a team
- Sound project management skills
- The willingness to adhere to Camp Quality's WHS plans, training (including mental health and wellbeing), policies and procedures
- Current driver's license
- Some out of hours work may be required
- Some inter / intra state travel will be required
- Other duties as required from time to time
- Current Working with Children Check

Role responsibilities

Determining what success looks like for this role will be expressed as Key Performance Indicators – 'KPIs'. KPIs will be developed with the incumbent, upon commencement in the role and reviewed with the manager on a regular basis.

KEY AREAS OF RESPONSIBILITY

Area of responsibility

Major Gifts / Philanthropy

- Build and manage a portfolio of major donors, prospective supporters, philanthropic trusts and foundations, developing and implementing tailored engagement strategies to secure significant philanthropic support.
- Identify, qualify, cultivate, solicit and steward major gift prospects through all stages of the donor journey, with accountability for achieving agreed revenue targets and KPIs.



KEY AREAS OF RESPONSIBILITY

- Develop and maintain a robust pipeline of major gift opportunities, including prospect identification, research, qualification and portfolio management.
- Build strong, trusted relationships with donors, prospects, advisers, volunteers and key stakeholders to deepen engagement and maximise philanthropic investment.
- Prepare compelling funding proposals, case for support materials, donor reports, presentations and stewardship communications in collaboration with internal stakeholders.
- Work closely with the Head of Philanthropy & Donor Engagement, CEO, Board members and senior leaders to develop and execute donor engagement and solicitation strategies.
- Develop donor-centric stewardship plans that recognise, engage and retain supporters while demonstrating the impact of their giving.
- Maintain accurate donor records, moves management activity, pipeline forecasting and performance reporting within Salesforce.
- Contribute to the planning and delivery of donor cultivation, stewardship and fundraising events.
- Represent Camp Quality at donor meetings, fundraising functions, networking events and other external engagements as required.
- Monitor philanthropy trends, identify emerging opportunities and contribute to the ongoing growth and development of Camp Quality's major gifts program.

Data analysis, insights and compliance

- Work to refine segmentation and other supporter research and analytics to better target new supporters
- Based on trends, analysis and reports, make recommendations for improvement
- Ensure Camp Quality compliance with relevant policies and legislation.

Administration

- Ensure all donor records are accurately updated in Salesforce in a timely manner.
- Assist Head of Philanthropy and Donor engagement to arrange appointments, meetings and donor visits as needed.
- Other administrative tasks, as required.

Expectations for every Camp Quality employee

- Uphold the Camp Quality Values and culture through conduct that aligns with Camp Quality's Values and Behavioral Statements
- Has read, understands and complies with key Safeguarding Children & Young People (SCYP) policies
- Complies with SCYP monitoring and reporting requirements
- Will successfully complete SCYP training, ensuring ongoing compliance
- Takes reasonable care for the health and safety of themselves and others
- Understands and complies with the CQ Safety Culture & Safety Management Systems
- Reports hazards and incidents and participates in risk management practices, as required

Skills required for success



Camp
Quality

Skill Groups	Application to Role
Communication	The ability to effectively communicate to meet the needs of the role and objectives of the organisation.
Collaboration	The ability to develop, maintain and strengthen partnerships with others inside or outside the organization who can provide information, assistance, and support.
Teamwork	Seeking to understand and building on differing perspectives of others to enhance team efficiency and quality outcomes.



Our Organisational Values

At Camp Quality, we are passionate about our work and the real-life benefits we create for our families, employees, volunteers and communities. Every day we strive to make life better and create a positive impact on our environment.

We have five values that express our shared understanding of what we believe, how we aim to behave and what we aspire to be as an organisation.

	VALUES IN ACTION FOR MY ROLE
Optimism Spreading positivity, hope and enthusiasm in the way we interact with others	• Demonstrates and role models optimism and positive energy • Demonstrates resilience against challenges and obstacles • Influences outcomes positively
Integrity Encouraging trust through personal leadership	• Models and demonstrates high standards of trust, openness and respect for others • Provides a high level of advice & support and honours commitments and promises to stakeholders • Is productive, diligent, conscientious and timely in work performance
Celebrating Life Approaching Life as an adventure	• Performs work responsibilities wholeheartedly, with energy and commitment • Demonstrates motivation to complete challenges and tasks • Contributes to acknowledging positive performance & effort of others
Accountability Accepting responsibility for actions and results	• Accepts responsibility for actions and results for area of expertise • Takes ownership of performance standards and mistakes • Manages emotions effectively with work volume and recovers quickly from set-backs
Excellence Seeking greatness in all that we do	• Values and inspires the highest quality of service in all relationships • Maintains attention to detail to achieve high level of performance • Demonstrates efficiency and quality in own work to grow the business • Focuses on high performance results above expectation