

ROLE TITLE: Philanthropy & Development Manager

DEPARTMENT: Marketing, Communications and Fundraising

Mission Statement	<p>DA provides direct and timely financial assistance, essential resources and meaningful relief for Primary Producers across Australia impacted by drought and natural disasters.</p> <p>Our commitment is to provide heartfelt, discreet, and personalised support to farmers and rural communities.</p> <p>For more information, go to www.droughtangels.org.au</p>
Values	<p>Our Values:</p> <ul style="list-style-type: none"> • Integrity: We remain true to our mission and work hard to provide exceptional service • Community: We strive to make a difference in the community. • Engagement: We make meaningful connections. • Collaboration: We work with a common purpose to demonstrate and promote strong leadership to deliver optimal results. • Commitment: We deliver relationships that make a positive difference.
Role Purpose	<p>The Philanthropy & Development Manager will be responsible for developing and advancing strategies to secure substantial (\$10,000 +) gifts from individuals (65%), organisations, and corporations (35%).</p>
Reports To	<p>Director of Marketing, Communications and Fundraising.</p>
Direct Reports	<p>Nil</p>
Key Responsibilities	<ul style="list-style-type: none"> • Deliver financial income as budgeted through mutually beneficial partnerships across individual (65%), organisations and corporate sponsors and partners (35%). • Manage a portfolio of 100+ key supporters and is accountable for ensuring these prospective and active supporters are taken through a comprehensive moves management cycle (Identification, Qualification, Cultivation, Solicitation, Stewardship). • Identify new prospective supporters through seeking referrals from current supporters, sponsors, networking events, DA networks, and other methods as required. • Qualify new prospective supporters to determine their level of engagement and interests. • Monitor all prospect contacts to ensure positive and purposeful prospect and supporter relations.

	<ul style="list-style-type: none"> • Prepare materials and correspondence for proposals and closing gifts as required and ensures these adhere to policy and have all appropriate sign offs before they are presented • Ability to personally cultivate and solicit supporters for DA priorities. • Coordinate staffing for major gift solicitations (e.g. CEO, GM, volunteers) and participate in solicitation meetings, as appropriate. • Ability to steward key supporters by writing, preparing, and presenting impact reports and acquittals. • Daily records of all activity recorded DA contact management system (ThankQ). • Monitor progress towards annual goals for donations and corporate partnerships. • Monitor industry trends and make recommendations for changes or enhancements to stewardship and recognition practices. • Understand and report on budgets, analyse and track performance weekly, monthly, and annually. • Assist with other DA fundraising and projects as assigned
Key Contacts/ Working Relationships	<p>External Relationships</p> <ul style="list-style-type: none"> • Donors • Corporate Supporters • Trusts and Foundations <p>Internal</p> <ul style="list-style-type: none"> • DA colleagues
Qualifications	<ul style="list-style-type: none"> • Tertiary qualification in business, marketing or relevant subject area, or equivalent experience. • Current valid driver's license. • CFRE accreditation would be desirable.
Job Specific Skills	<ul style="list-style-type: none"> • Ability to cultivate meaningful relationships • Ability to ask individuals, organisations, and corporates for transformational gifts. • Demonstrated experience taking people through a moves management process. • Comfortable speaking one-on-one with individuals as well as in front of large crowds.
General Skills	<ul style="list-style-type: none"> • Support DA mission and culture of philanthropy by participating in or attending events and other activities as appropriate that are organised for our supporters and donors. • Be cognisant of fundraising opportunities and share contacts and information that will help build and sustain DA. • Ability to provide helpful, behaviourally specific feedback to others and engage in open and honest communication. • Ability to listen, give and receive feedback in a productive and professional manner. • Ability to evaluate problems and solve them in a timely manner; respond to concerns with empathy and inclusivity.

	<ul style="list-style-type: none"> • Demonstrated computer skills, including proficiency with Microsoft Office, particularly Word, Excel, Outlook, PowerPoint, and Teams, and data analytics. • Ability to work as part of a team, including willingness to support colleagues during busy periods. • Non-profit experience a plus.
Terms	<ul style="list-style-type: none"> • The role is subject to successful completion of a 6-month probationary period. • The position is based at the Brisbane office in Virginia (Northside). A mix of in-person and remote work is anticipated in a post-covid working environment. • Travel to our Chinchilla office will be required on a quarterly basis.

KEY PERFORMANCE INDICATORS

Performance	Indicator	Measures
1. Achievement of Key Results	Relationship Management	<ul style="list-style-type: none"> • Ability to manage a portfolio of supporters and take them through a comprehensive moves management process. • Timely acquittals delivered to supporters.
	Financial	<ul style="list-style-type: none"> • Fundraising targets met or exceeded.
	Writing Skills	<ul style="list-style-type: none"> • Develop cases for support, proposals, and timely impact reports.
2. DA Values	<ul style="list-style-type: none"> • Ensure a safe and healthy working environment • Treat fellow staff, clients, suppliers, all others and the environment with dignity, courtesy, and respect. • Uphold the principles of equal opportunity and maintain an inclusive workplace free of discrimination, harassment & bullying. • Accept responsibility and 	<ul style="list-style-type: none"> • 100% compliance with DA's policies and procedures. • Take part in internal workplace audits and reviews. • No reported breaches in confidentiality. • All known violations reported to Director.

	<p>accountability for your actions, work performance and the use of property.</p> <ul style="list-style-type: none"> • Act in ways that maintain our integrity, reputation, and the confidentiality of information of all stakeholders. • Act in the spirit, as well as the letter, of the law and DA's policies. • Report and act upon any known violations of DA's policies. 	
<p>3. Team Performance</p>	<ul style="list-style-type: none"> • Provide a flexible and stimulating workplace that encourages honest and effective communication • Nurture a culture of mutual trust, support, and encouragement where everyone's contribution is recognised equally • >90% Team meetings attended • Training programs are achieved • Review discussions completed • Commit to the achievement of DA's goals and objectives in a manner that promotes enjoyment and satisfaction in our work • Celebrate excellence • Act and communicate ethically with all stakeholders • Adhere to ethical purchasing procedures • Avoid all conflicts of interest. 	<ul style="list-style-type: none"> • >90% Team meetings attended. • Training programs are achieved. • Review discussions completed.

