



POSITION DESCRIPTION

Philanthropy Manager

Award: SCHADS Level 6

Part time (0.8 FTE)

Location: Melbourne (Clayton) or Geelong

About Our Village

Our Village is the new chapter in the story of St Kilda Mums, Geelong Mums and Eureka Mums. Turning pre-loved into re-loved so every child thrives.

Our vision is a future where we share more, waste less and care for every child. Our Village collects, sorts and redistributes essential nursery equipment, clothing, books and toys for babies and children in response to requests from a statewide network of social workers and Maternal & Child Health Nurses.

Position Overview

Reporting to the Head of Fundraising and Communications, the Philanthropy Manager is primarily responsible for securing funding from grants, (whether Trusts and Foundations, Corporate Foundations, PAFs or Government grants) and from high net worth individuals.

As a secondary responsibility, this role will also support others in the Fundraising and Communications team to build wider relationships with corporate funders, leveraging relationships with Corporate Foundations to connect businesses to the charity more widely.

The income generated by this role will make the single largest contribution to the Our Village (previously St Kilda Mums, Geelong Mums and Eureka Mums) fundraising revenue.

Being part of a small Fundraising and Communications team of 7 (currently) the post holder will be asked to work flexibly and support colleagues as needed – we have a culture where everyone helps each other and teamwork is strong.

The role will work in collaboration across the charity to maximise revenue whilst ensuring a seamless and rewarding supporter experience.

The position will require some travel to complete fundraising activities.

Key Relationships

Internal	<ul style="list-style-type: none">● Fundraising and Communications Team● Executive Leadership Team● Operations and Impact Team
External	<ul style="list-style-type: none">● Major current and potential future funders of Our Village's work● Government for the purposes of applying for grants – grant

	<p>giving decision makers, administrators and organisations e.g. Government Departments and Government agencies such as Sustainability Victoria.</p> <ul style="list-style-type: none"> ● High Net Worth Individuals ● Corporates
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Primary Responsibilities

- To achieve annual income targets for:
 - Trusts and Foundations (including PAFs and Corporate Foundations or equivalent)
 - Major Donors/High Net Worth Individuals
 - Government grants
- Develop strong and productive relationships with major funders, including but not limited to - Grant Managers and decision makers (CEOs and Trustees) of major grant giving organisations across Australia, High Net Worth Individuals with the potential and interest to fund Our Village's work, Government staff and elected officials with the ability to award funding to Our Village.
- Communicate the work of Our Village clearly and in a compelling manner in person and in writing.
- Write excellent grant applications.
- Collaborate with colleagues at Our Village to understand funding requirements and to develop creative funding proposals – including but not limited to, cases for support, budgets and project/program plans, presentation pitches etc.
- Lead the project management of grant applications and grant acquittals.
- Steward donor relationships excellently and advise and support the CEO and Board Directors in their stewardship.
- Maintain a strong pipeline of funders.
- Provide clear reporting information to the Leadership Team and CEO to explain the current position and pipeline of funding/funders at any given time.
- Accurate record keeping.
- Support the Head of Fundraising and Communications and Individual Giving and Communications Managers with annual business planning and budgeting.
- The role does not have any direct reports currently, but the hope would be to increase revenue to allow for the team to grow – therefore line management and supervision may become a responsibility of this role in the future.

Key Competencies / Skills

- Strong relationship building skills and clear understanding and experience of donor stewardship (grant makers, trusts and foundations, major donors and/or Government)
- Great networker with the ability to pitch to funders, negotiate and close major funding partnerships
- Excellent grant writing ability that yields results
- A commitment to the vision and values of Our Village
- Strong project management and organisational skills
- Knowledge of fundraising databases/CRM software including Salesforce is highly regarded, along with the ability to analyse and report on program status and results
- Growth Mindset – proactive and positive at all times – seeks learning, gives and receives feedback positively and constantly improves systems, processes and themselves
- Flexible – willing to help and support others, flexible approach to work in general, embraces change.

- Collaborative – team player, keeps people informed and involved, seeks solutions and engagement from others
- Problem solver
- A commitment to the vision and values of the organisation

Experience

- Proven success securing multi-year funding at over \$100K levels from trusts/foundations and/or major donor individuals.
- Donor stewardship
- Production of grant acquittals

Special Requirements

- Ability and willingness to travel as required
- Current Driver's License - it will be preferable that you have a car and the ability to travel easily as our team is based across Melbourne and Geelong and management of grants will require site visits. We are also developing the charity across regional Victoria so some travel will be necessary in the future.
- Work outside of standard business hours (8am – 6pm) on occasion - particularly at key fundraising and engagement events.
- Current Working with Children Check

May 2024