

Position Description

The Role

Title: Philanthropy Manager
Purpose Statement: This role is responsible for delivering significant and sustainable annual income across philanthropy, partnerships and mass fundraising channels.

Team: Communications and Engagement
Reports to: Director of Communications and Engagement
Staff Reporting to: Fundraising Coordinator

Location: Melbourne

Employment Status: Full time, permanent

Key Functions:

- Major Giving Program (40%)
 - Develop and coordinate initiatives to support the retention, renewal and growth of mid-level and major donors to achieve annual revenue goals, including an annual rolling calendar of communications and events working closely with CEO, Executive and Board. This includes events ranging from boardroom luncheons to large scale gala dinners.
 - Support the Director Marketing & Fundraising in coordinating the SANE Board Fundraising Sub-Committee initiatives, including Board-led donor events and prospecting activities, as well as preparation of Board reporting.
 - Develop and monitor forecasts and business intelligence reports, identifying trends and opportunities to support optimisation of the strategy in 'real time'.
 - Collaborate with the Coordinator to ensure timely and efficient processing of donations and donor account records, as well as maintenance of the CRM system.
 - Participate as required in Fundraising CRM optimisation projects.
- Bequest Marketing (20%)
 - Design and implement a new bequest marketing strategy to support the promotion of Gifts in Will, utilising best practices, donor survey analytics and business intelligence.
 - Ensure timely and accurate coordination of pledged and in administration bequest distributions, including external engagement with legal parties as required.
- Grant Funding (20%)
 - Assist the Director and Executive in anticipating and navigating risks and issues related to grant funding agreements.
 - Coordination of Project Sponsors, Project Leads and Monitoring & Evaluation partners, for quarterly acquittal reporting requirements, including professional writing as required.
 - Support funder liaison, including coordination of new funding applications, as required.
- Quality and Safety
 - Ensure the implementation aligns with the Clinical Governance framework, quality standards and SANE's policies and procedures
 - Create, maintain, and foster a safe and mentally healthy workplace at all times.
 - Actively be responsible for your own self-care and emotional wellbeing in conjunction with Wellbeing at SANE
- People and Culture
 - Embrace the SANE Australia values in everything you do

- Maintain respectful relationships and communications with all SANE Australia team members, partners and supporters
- Value the strengths of team members, partners and supporters, contributing to an environment where all strengths are valued.

Essential Requirements – Key Selection Criteria:

Qualifications

- Degree qualifications or equivalent in Business, Marketing, or equivalent.

Experience

- 5-8+ years' professional experience in a philanthropy, business development or similar field.
- Highly experienced in donor event management, managing CRM systems, writing for donor and funder audiences, and navigating complex stakeholder relationships.

Capabilities

Strategic Agility

- Strong ability to quickly crystallise thinking and recommendations into concise work plans and prioritise work effectively with acute attention to detail.
- Adaptable and flexible – is comfortable dealing with ambiguity, handling risk and implementing change; can shift gears comfortably.
- Intellectually curious – demonstrates a commitment to ongoing learning and development with a 'growth mindset' that is applied practically in terms of continuous improvement and innovation.

Technical Skills

- Outstanding track-record and sophisticated understanding of the philanthropic funding environment and key stakeholders.
- Demonstrated excellent written, verbal and interpersonal communication skills.
- Competent with digital databases and CRM, specifically Salesforce.