

## Philanthropy Specialist

<b>Position Level</b>	Specialist	<b>Department</b>	Fundraising
<b>Location</b>	Adelaide	<b>Direct/Indirect Reports</b>	Nil
<b>Reports to</b>	Chief Operating Officer		

### ■ Position Level Descriptor

A Specialist is a technical expert in a specific functional/discipline area. They are a leader within the organisation who contributes to the delivery of business strategies. They accept accountability for the delivery of targets within their function. They support the development of other people and the desired culture as well as the growth of the business. They monitor, measure and manage business KPIs and use their specialist knowledge to continuously improve processes to respond to current and future needs.

### ■ Position Summary

The role of the Philanthropy Specialist is responsible for the development and delivery of plans and activities that support the growth of donor engagement across the donor lifecycle. This may include, but is not exclusive to, Major Gifts and individual giving activities (regular giving, single donations, appeals) and Bequests. Specific projects will involve varying operational tasks including research, creating fundraising copy, relationship management, and CRM management.

### ■ Position Responsibilities

#### Key Responsibilities

- Support in the development and delivery of the overall philanthropy strategy and develop plans to meet income targets.
- Acquire, develop and maintain strategic, long-term relationships with individual donors, with a focus on major donors, to meet the KPI's identified within the Strategic plan, through tailored and personalised engagement strategies.
- Collaborate with all leaders within the Fundraising, Marketing and Communications teams to create, deliver and execute strategies that promote all aspects of the donor lifecycle and attract existing and new gift in life donors.
- Undertake research to identify prospective individual major donors.
- Create well researched, tailored and strategic individual donor development plans.
- Research prospective individual and family (private) philanthropic partners.
- Build partnership pipelines and evaluate the value of prospective partnerships.
- Maintain accurate database records for major donors and relevant stakeholders.
- Maintain workflow and process improvements for individual giving.

## WHS

As an employee of GDSA/NT, you shall take reasonable steps to:

- Ensure the health and safety of yourself and others at all times;
- Comply with all GDSA/NT policies, procedures and reasonable instructions as advised, and;
- Participate in, and contribute to, all health and safety:
  - training;
  - forums for consultation;
  - risk assessments;
  - inspections and/or audits;
  - investigations, and/or;
  - other related activities, as advised.
- Report hazards, incidents and near misses to your Leader as soon as practicable, and within 24 hours, and;
- Demonstrate a commitment to fostering a positive, proactive work culture, particularly in relation to health and safety management.

## ■ Position Selection Criteria

### Technical Competencies

- Proven experience in developing and implementing fundraising, donor stewardship, major gifts or legacy plans and programs. (Essential)
- Sound understanding of campaign development and the use of Campaign Monitor, Mail Chimp or similar EDM platforms. (Essential)
- Exceptional organisational skills and attention to detail, with ability to manage sensitive and confidential information. (Essential)
- Proficiency in CRM Systems.

### General Competencies

- High-level interpersonal and relationship management skills with the ability to build trust and foster lasting relationships.
- Demonstrated experience in donor identification, qualification cultivation, solicitation and stewardship to acquire new donors and upgrading donor's giving levels.
- Demonstrated ability to collaborate with internal and external stakeholders in the delivery of donor related programs.
- Excellent written communication skills, including preparing sensitive correspondence to donors, families and executors
- Commitment to understanding the organisation and delivering programs that support growth.
- Ability to act with integrity, professionalism, and confidentiality

## Qualifications/Licences

- Bachelor's degree or equivalent professional experience in Marketing, Nonprofit Fundraising Management, Communications or a related field.

## ■ General Conditions

All Guide Dogs staff and volunteers are required to:

- Act at all times in accordance with the Code of Conduct
- Comply with the Work Health and Safety management system
- Undertake a police check prior to commencement and every 3 years thereafter
- Support a child safe organisation by undertaking screening for suitability to work with children, youth and vulnerable people and to comply with relevant state/territory legislative requirements, where required
- Adhere to the Values of Guide Dogs Association of SA/NT Inc. which are converted into the below behaviours and assessed on an ongoing informal basis, and formally through the Professional Development Plan process.
- Guide Dogs SA/NT is a smoke free workplace. This includes buildings, vehicles and events.

Accepted by Employee:

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Signature

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Print Name

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Approved by Manager

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Signature

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## ■ Guide Dogs Association of SA/NT Inc. - Values

### Achievement | Delivering outcomes

- Delivering our services to the highest possible standard
- Delivering results that have value for customers
- Delivering on time as promised
- Recognising and celebrating achievements
- Holding ourselves accountable.

### Collaboration | Actively engaging with others

- Working together to achieve our goals
- Working in partnership with other teams
- Seeking the input of others in matters that impact them
- Sharing our expertise and knowledge freely
- Actively listening to others.

### Integrity | Ethical, honest and respectful

- Respecting the uniqueness of individuals
- Transparent in our communication
- Acting in the best interests of customers
- Doing what we say we will do
- Non-judgemental in our dealings with others.

### Fun | Creating an energetic, enjoyable place for ourselves and others

- Showing enthusiasm for what we do
- Balancing life and work
- Contributing to a vibrant working environment
- Supporting and encouraging one another
- Creating opportunities for celebration and camaraderie.

### Innovation | Forward thinking

- Open to new ideas
- Solutions-focused
- Taking responsibility for developing ourselves
- Proactively seeking new ways to create value for customers and the organisation
- Continually looking for ways to improve our services.