

POSITION DESCRIPTION PHILANTHROPY MANAGER

ORGANISATIONAL OVERVIEW

Established in 1951, Jesuit Mission is the international relief and development ministry of the Society of Jesus in Australia. Jesuit Mission seeks to promote a faith that does justice by supporting local Jesuit partners across Asia and Africa to accompany and empower poor and vulnerable communities through community and human development programs such as education, health, livelihoods and refugee support to live free and full lives.

ORGANISATIONAL VALUES

- Welcoming: forming strong, faithful relationships
- Discerning: being reflective and strategic in all we do
- Courageous: standing up boldly to effect change

ORGANISATIONAL RESPONSIBILITIES

Positive Working Relationships

- Manages self so as to work collaboratively and productively as part of a well-functioning and dynamic team that contributes positively to the work of Jesuit Mission and its values
- Facilitates good, productive and appropriate working relationships with Jesuit Mission and the Society of Jesus staff, volunteers, donors, partners, suppliers and other Jesuit ministries
- Works closely with the Society of Jesus Province and other Jesuit ministries to ensure that the work of Jesuit Mission can be completed in the most effective and efficient manner

Respect

- Behaves in a culturally and linguistically sensitive manner that respects everyone regardless of their background, gender, sexuality, ethnicity or ability
- Provides and promotes an environment of mutual respect, dignity and fairness – free from discrimination, harassment, victimisation, bullying and violence to ensure that acceptable standards of conduct are maintained at all times and takes appropriate action if unacceptable conduct is observed

Quality Assurance and Continuous Improvement

- Attends relevant meetings, workshops, conferences and training, as required
- Becomes familiar with and follows the Province's quality and standard policies, procedures and management instructions
- Is open to new ways of doing things that enhance working in an environment that subscribes to the Ignatian way
- Strives for continuous improvement in the quality system and work practices by being alert to opportunities for improvement

Occupational Health and Safety

- Complies with the requirements of relevant Work, Health and Safety (or Occupational, Health and Safety) Acts and related procedures developed by the Mission
- Works in a manner that considers duty of care for self and others and be safety conscious at all times
- Reports inappropriate behaviours which endanger self or others including bullying and other harassing behaviours / incidents
- Reports to work physically and psychologically fit for duty
- Ensures all work areas are maintained in a safe condition and reports (to manager) if they are not
- Completes site induction (where necessary)

PART 1: POSITION SPECIFICATIONS

POSITION STRUCTURE

Reporting structure	Reports to	CEO
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POSITION OBJECTIVE

The Philanthropy Manager is responsible for building meaningful and enduring donor relationships through the development and growth of a major gifts, bequests, trust and foundation portfolio to achieve more than \$2m in revenue. Jesuit Mission raises funds to support the works of the Jesuits and their companions in developing countries.

POSITION SPECIFIC RESPONSIBILITIES

KEY ACCOUNTABILITIES	KEY TASKS
Major gifts	<ul style="list-style-type: none">• Develop, manage and grow a five year-major gifts strategy to significantly increase tied and untied income• Research and identify existing and prospective major gift donors; and build donor profiles to drive stewardship and solicitation strategy• In collaboration with CEO, Rector and Manager, International Programs identify and profile overseas projects requiring support• Develop marketing materials outlining case for support with strong emphasis on project impact and change indicators• Design, coordinate and manage an engagement program (eg special events, CEO/Rector face-to-face meetings, phone/Skype calls etc) to update major gift donors on projects• Work with Direct Marketing Coordinator to develop tailored communications for major gift donors where appropriate• In collaboration with Community Engagement Coordinator, support Jesuit and Companion schools with fundraising activities including Alumni, P&F, staff and students• Proactively analyse data to assess giving patterns and inform future donor engagement and solicitation strategy
Bequests	<ul style="list-style-type: none">• Develop strategy and manage promotion and implementation of bequest program• Work with Direct Marketing Coordinator to identify bequest prospects through direct marketing activities• Create a bequest pipeline to secure future income• Develop and manage an engagement and communications program for bequest intenders and confirmed bequestors

Charitable Trusts and Foundations	<ul style="list-style-type: none"> • Research, identify and recommend charitable trusts and foundations appropriate to Jesuit Mission • Coordinate research, authoring and submission of funding applications with input from CEO, Manager, International Programs and Rector
Supporter care and stewardship	<ul style="list-style-type: none"> • Develop strategies to upgrade, retain and reactivate donors within the fundraising relationships portfolio • In collaboration with Community Engagement Coordinator and Rector, identify and implement major gift and bequest strategies for parish appeals and events • Work with Donor Services Coordinator to ensure timely and accurate processing and updating of donor data • Ensure accurate records are kept and maintained in the donor database
Stakeholder and supplier relationship management	<ul style="list-style-type: none"> • Maintain open and collaborative working relationships with staff to plan schedule of work and share information • Support the CEO and Rector in nurturing new and existing donor relationships • Leverage external relationships and networks to identify prospective givers • Where appropriate, liaise with key external agency suppliers including designers, copy writers, consultants, printers and mailing houses
Financial Management & Reporting	<ul style="list-style-type: none"> • Prepare and manage annual budget and quarterly income forecasts • Monitor, report and analyse performance of relationship fundraising portfolio and prepare quarterly report for CEO and Board • Achieve fundraising targets
Industry, regulatory & Compliance	<ul style="list-style-type: none"> • Develop and document relevant fundraising policies and processes to strengthen internal controls and adhere to relevant statutory and legislative requirements • Stay abreast and up-to-date with best practise fundraising and direct marketing practises, especially in the NFP and international development sector
General	<ul style="list-style-type: none"> • Assist in the delivery of this work in accordance with the mission, strategic plan, and policies and procedures of Jesuit Mission • Actively participate in team meetings, strategic / operational planning and attends events and functions as required

KEY COMMUNICATIONS

Internal <ul style="list-style-type: none"> • CEO • Rector • Manager, International Programs • Direct Marketing Coordinator • Donor Services Coordinator • Communications Coordinator 	External <ul style="list-style-type: none"> • Jesuit Mission Board members • Other Jesuits and Jesuit ministries • International Partners • Major gift and bequest prospects and donors • Charitable trusts, foundations and Public Ancillary Funds (PAFs) • Consultants, designers, copywriters, printers, data managers and mail houses • Other faith-based agencies
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<ul style="list-style-type: none"> • Community Engagement Coordinator • Finance Manager 	
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PART 2: SELECTION CRITERIA

SELECTION CRITERIA	
Essential	
<ul style="list-style-type: none"> • Strong track record (minimum three years) in fundraising (preferably major gift, bequest, or trust and foundation stewardship) • Proven ability to build and influence relationships • An effective communicator with strong representational skills and experience • Excellent written and verbal communication with a strong attention to detail • Understanding and willingness to promote Ignatian spirituality and Gospel values within the workplace and with donors • Experience with CRM systems • Advanced computer skills including Microsoft Excel skills • Ability to travel interstate/overseas and flexibility to work after-hours 	
Desirable	
<ul style="list-style-type: none"> • Tertiary qualifications in fundraising, marketing, communications, sales or customer relationship management • Membership with Fundraising Institute of Australia • Experience working in a faith-based environment • Experience or understanding of international aid and development sector • Familiarity with the Australian Council for International Development (ACFID) Code of Conduct • Understanding of the compliance and regulatory environment for not-for-profits including DGR • Current Australian Driver's License 	

Position Holder name _____

Signature _____

Date _____

Manager name _____

Signature _____

Date _____

Position Description updated	January 2018
Approved by	Chief Executive Officer