

ORGANISATION INFORMATION

Position title	Philanthropy Lead	Position type	1 year contract
Reports to	Associate Director – Individual Giving	Hours per week	
Team	Individual Giving Team	Award classification	SCHADS 5
Direct reports	1) Philanthropy Officer 2) Prospect Researcher	Budget	
Date reviewed			

ABOUT PLAN INTERNATIONAL AUSTRALIA

Who are we? What do we do?

Put simply, we're the charity for girls' equality.

We tackle the root causes of poverty, support communities through crisis, campaign for gender equality, and help governments do what's right for children and particularly for girls.

We believe a better world is possible. An equal world; a world where all children can live happy and healthy lives, and where girls can take their rightful place as equals. This is the world you will help us create.

What does it feel like?

- You will get up each day feeling like you are helping create justice for vulnerable children and equality for girls. You'll be able to put a commitment to making a difference for children and girls at the centre of your effort, decision making and focus.
- You'll feel part of a broader team - beyond just the people you work with every day - because you'll will be in tune with what's needed across the organisation. You'll be able to use your skills of empathy, coaching, and energy where it is needed most.
- You'll receive quality feedback and seek to create feedback loops in your team and in the organisation too.
- You'll find strength in our diversity, inclusiveness and mutual respect.

Here are some of the ways you will bring your best to this role:

- You will demonstrate a deep commitment to equality, human rights and gender justice in all you do.
- You will challenge power dynamics and processes that are unjust.
- You will share decision-making processes. You'll actively seek out strengths of your colleagues in a way that allows everyone to have some power.
- You will be willing to think and work outside of the traditional idea of teams. You'll enjoy coaching rather than directing work.
- You will embody a deep self-awareness and demonstrate the courage to be vulnerable.
- You will look for ways to evolve our ways of working.
- You have a willingness to learn and to share insights and experience with empathy and compassion.
- You will demonstrate a deep commitment to child protection and safeguarding in all you do.

WHAT WILL YOU BE DOING IN THIS POSITION?

The Philanthropy Lead is responsible for growing our Major Donor and Trusts and Foundations Program's. You will be charged with leading and inspiring a small team responsible for delivering on an ambitious plan to grow giving across this portfolio. Working with the Associate Director of Giving this role will develop and execute the Philanthropy Strategy and deliver on the operational plan to achieve strategic objectives in acquiring, retaining, upgrading, and reactivating the Philanthropy cohort.

TELL ME MORE (KEY RESPONSIBILITIES AND ACCOUNTABILITIES)

Strategy, Budgeting and Planning

- Alongside the Associate Director, Giving, develop, steer and implement the Philanthropy program to raise funds from Major Donors and Trusts & Foundations
- Look for new opportunities to grow the portfolio in line with our ambitious growth plans and support the team to facilitate this
- Develop the annual budget and work plan
- Develop the multi-year strategy for philanthropic growth and ambition
- Drive a 'culture of philanthropy' at Plan International that ensures the whole organisation, including Board Members, are aware and contributing to our philanthropic success
- Establish and implement procedures, protocols and processes for Philanthropy program
- Contribute to Giving Team Strategy

Management:

- Lead a small but growing Philanthropic team
- Coach and strategise with the Philanthropy team to achieve ambitious financial goals
- Manage internal stakeholders to ensure timely and appropriate donor-relationship management as well as delivery of stewardship, reporting, and programmatic donor requirements

Philanthropy

Support the team to:

- Ensure significant financial gifts to support the work of Plan and drive a programme of Year-on-Year growth
- Identify and grow a portfolio of Philanthropic donors for relationship management, including individual Major Donors, Private Ancillary Funds (PAFs) and Trusts and Foundations
- Develop a personalised communications plan for each donor in the Portfolio: the communications plans may include 1-1 solicitation and stewardship, personalised mail, email, phone contact, and the preparation of individual proposals and acquittals, and events. It may also include the direction of mass communications channels.
- Deliver on solicitation plans to acquire, retain, upgrade and reactivate donors.
- Ensure the best offerings of support are developed with our Philanthropic donors that fits with both the donors requirements and Plan's financial needs
- Identify opportunities within the current portfolio for innovation and development to optimise and grow the Philanthropic Giving portfolio
- Maintain accurate pipeline reporting and donor records in database.
- Deliver agreed reporting on Philanthropy Program, including monthly reporting updates, reports to Board and sub-committees, budgeting updates, etc, as required.

Organisational Culture:

- Contribute to a positive workplace and team culture that promotes Plan's values and commitment to feminist leadership
- Contribute positively to the morale of the team;
- Demonstrate commitment to ongoing personal learning and development;
- Champion and demonstrate organisational values including anti-racism, equity and inclusion

WHAT DO I NEED TO BRING? (KEY SELECTION CRITERIA)

- Experience with managing a Philanthropy team
- Demonstrated experience raising money from Major Donors, PAFs and Trusts and Foundations
- Exceptional Relationship Management Skills including, portfolio management, proposal, progress reports and face to face solicitation.
- Proven ability to turn insights into tactical and strategic action
- Experience in organisation of major donor-appropriate engagement activities, including events, public speaking and/or delivering presentations and representing an organisation at a senior level
- Strong understanding of broad fundraising principles
- High level of computer literacy

HOW WILL I KNOW IT'S GOING WELL? (KEY PERFORMANCE INDICATORS)

- Annual Philanthropy revenue targets are achieved
- Philanthropic donor are engaged with Plan International's work
- Planning, reporting, and administration is completed and accurate
- Program performance is communicated effectively to relevant stakeholders

WHO WILL I WORK WITH?

Along with your team, you will work closely with:

- Donors and prospective donors, including Board Members
- Marketing and Communications team
- Partnerships and Influencing teams
- Data Insights and Analysis team
- Executive Leadership team
- Impact department, including Programs Support & New Ventures

SAFEGUARDING REQUIREMENTS

Plan International believes that in a world where children face so many threats of harm, it is our duty to ensure that we, as an organisation, do everything we can to keep children safe. This means that we have particular responsibilities to children that we come into contact with and we must not contribute in any way to harming or placing children at risk.

We take very seriously our responsibility and duty to ensure that we, as an organisation, and anyone who represents us, does not in any way harm, abuse or commit any other act of violence against children, young people or other vulnerable persons.

Everyone who works with, and engages with Plan, has a responsibility to ensure that children, young people and the beneficiaries that we work with directly and indirectly are safeguarded and protected.

High <input type="checkbox"/>	Details Enter details or type NA	
Police Check Required	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Working With Children Check Required	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Global Anti-Terrorism Screening Required	Yes <input type="checkbox"/>	No <input type="checkbox"/>