

Major Donor Executive

PURPOSE OF THE POSITION

As a member of our Philanthropy Team, your key responsibility will be engaging and stewarding major donors to achieve the strategic goals of the fundraising programs. This includes but is not limited to; major and mid-value donors, corporates, donor engagement activities, and events.

KEY DUTIES

- Qualifying, prospecting and building relationships with Major Donors with a focus on gifts over \$1,000
- Review the existing prospect portfolio and develop and implement strategies to strengthen relationships and increase current giving levels
- Research and write compelling proposals that align program-funding priorities with donor interests
- Work with the Digital & Communications team to develop strategies for engaging potential and existing middle and major donors to the appeals program
- Ensure all fundraising materials comply with relevant national and state fundraising legislation and Australian Privacy Principles
- Assist the Philanthropy team with other initiatives to increase Philanthropic income and engage donors
- *Remain alert and responsive to any child safeguarding or sexual exploitation, abuse or harassment (SEAH) risks, acquire relevant knowledge and skills to promote strong safeguarding practices, understand the child safeguarding and PSEAH policy and procedures, and conduct yourself consistent with those policies.*

QUALIFICATIONS & EXPERIENCE

- Tertiary qualifications in relevant business-related discipline.
- Experience in relationship management, through outstanding communication skills.
- Solid experience in writing compelling proposals and inspiring feedback reports, create a persuasive case for support and “make the ask” in writing, in person or on the telephone.
- Knowledge and understanding of the Australian philanthropic and corporate giving environment.

Desirable:

- Cold-calling and relationship development.
- Experience managing mid-level or major donors.
- Prior experience in non-profit organisations.

SKILLS

Managing Major Donors and Mid-level donors

Effective under pressure, results oriented and proactive

Demonstrated interpersonal skills, including the ability to build relationship

Team player

Responsive to change

Passion for international development and child rights.

CHILD FUND AUSTRALIA'S VALUES

Commitment to ChildFund Australia's values – Respect, Integrity, Collaboration, Change, Empowerment & Excellence

Department: Philanthropy Team, Fundraising Department

Location: ChildFund Australia, Sydney Office Level 8, 162 Goulburn Street, Surry Hills.

Employment: Full-time, Initial two-year employment agreement, with option to extend upon mutual agreement

Reports to: Philanthropy Manager

Other Information: Must have working rights in Australia

Please apply at: <https://www.childfund.org.au/work-with-us/>





ORGANISATIONAL CONTEXT

ChildFund Australia is an independent international development organisation that works to reduce poverty for children in developing communities.

ChildFund Australia directly manages and implements programs with a range of local partners in **Cambodia, Laos, Myanmar, Papua New Guinea, Timor-Leste, Vietnam, and other Pacific nations**, and manages projects delivered by partner organisations throughout Asia, Africa, and the Americas.

Our work is funded through child and community sponsorship, government grants as well as donations from individuals, trusts and foundations, and corporate organisations.

ChildFund Australia is a member of the **ChildFund Alliance** – a global network of 12 organisations which assists almost 23 million children and their families in 70 countries. ChildFund Australia is a registered charity, a member of the Australian Council for International Development, and fully accredited by the Department of Foreign Affairs and Trade which manages the Australian Government’s overseas aid program.

HOW WE VALUE YOUR CONTRIBUTION

Remuneration Package

We aim to provide an overall remuneration package that is attractive and fair. Our remuneration framework ensures that we align to employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

Leave

You will have access to 20 days of paid annual leave (pro-rated for part-time employees). You are also entitled to personal/carer’s leave, paid parental leave, long service leave and bereavement leave.

Flexible Working Arrangement

You will have access to flexible working arrangements. We encourage a culture of flexibility and enable conversation between yourself and your manager about maintaining work-life balance. If the position allows, employees can choose to work up to 2 days from home per week.

Salary Packaging

You will be eligible to salary packaging. As a Non-Governmental Organisation, our staff are eligible for salary sacrificing. The Australian Taxation Office (ATO) allows us to reimburse you for your personal expenses without having to pay any income or fringe benefits tax that would normally be payable. These tax concessions are in addition to the income tax Free threshold.

Employee Assistance Program

In case you need help with personal, family or employment related matters you and your family will have access to free external, professional and confidential counselling assistance. UPRISE, our EAP system, combines multiple wellbeing initiatives to support your mental health and resilience.

Learning and Development

Our approach to learning and development will enable you to have the information, skills, and knowledge needed to do your job and to grow in your position. We build the capacity of our people and support you with on-the-job experience, coaching and formal training.

OUR VISION: A world without poverty where all children and young people can say: “I am safe. I am educated. I contribute. I have a future.”

OUR MISSION: We partner to create community and systems change which enables vulnerable children and young people, in all their diversity, to assert and realise their rights.

At ChildFund Australia you will be contributing to our programs which protect, educate, and empower children and young people.