

## ORGANISATION INFORMATION

Position title	Philanthropy Advisor – Structured Giving	Position type	Permanent
Reports to	Philanthropy Lead	Hours per week	38
Team	Giving Team	Award classification	SCHADS 4
Direct reports	n/a	Budget	
Date reviewed	15/05/2024		

## 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 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 Advisor is responsible for implementing key parts of the Philanthropy Program with a particular focus on forming new relationships with philanthropists, high-net-worth individuals, and trusts & foundations. Working with the Associate Director of Giving and the Philanthropy team, this role will contribute to the Philanthropy Strategy. The role will work with the Philanthropy team, to identify, qualify, cultivate, and solicit new philanthropic relationships and expand Philanthropy income.

## TELL ME MORE (KEY RESPONSIBILITIES AND ACCOUNTABILITIES)

### Strategy, Budgeting and Planning

- Work with the Philanthropy Lead to input into the Philanthropy strategy
- Work with Philanthropy team to execute the Philanthropy strategy
- Design and implement an acquisition plan for identifying, qualifying, cultivating and soliciting new Philanthropic relationships and funding
- Collaborate with Philanthropy Advisor – Major Donors to align strategies to co-create overall Philanthropy strategy, and contribute to design and implementation of retention and upgrade strategy for existing major donors and prospects
- Contribute to Giving Team Strategy

### Philanthropy

- Secure significant financial gifts to support the work of Plan – ideally in the 6-figure realm
- Work closely with Prospect Researcher to identify new philanthropic prospects to qualify, cultivate, and solicit, including systematic pipeline management of 200-300 T&F and PAF prospects identified through external prospect research
- Develop a personalised communications plan for each new prospect. 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, bespoke updates and large-scale stewardship opportunities (e.g. Christmas Cards).
- Support the Philanthropy Advisor – Major Donors in the growth of Girls Education & Empowerment Fund (GEEFund) product and journey, including (but not limited to) Impact Report publication, cultivation events, internal stakeholder management, product refresh etc
- Deliver on solicitation plans to acquire, retain, upgrade and reactivate donors.
- Co-design and implement robust CRM processes for prospect and pipeline management
- Maintain accurate pipeline reporting and donor records in database.
- Develop strong working relationships with internal program stakeholders (in Australia and globally) to develop appropriate philanthropic offerings.
- Proactive cultivation of sector relationships to identify new markets and communities that could help us achieve philanthropic goals, including attendance at appropriate networking opportunities.

### Giving Team Outcomes

- Actively participate in the giving team culture
- Collaborate across programs to help achieve strategic outcomes
- Collaborate and co-design strategies with Partnerships and Mid Value to achieve OKR strategic outcomes and unified donor stewardship across all programs
- Collaborate with Partnerships to manage Prospect Research workload
- Support other areas of the Philanthropy and Partnerships portfolios as required

### Reporting

- Deliver agreed reporting on Philanthropy Program; including (but not limited to) contributing to Monthly Staff Reporting, Giving Team Meetings, E2A Department Meetings, MGC Committee Reporting, Board Reporting, Annual Budgeting reviews, and any ad hoc reporting required by leadership.
- Contribute to the co-design and implementation of effective reporting processes and dashboards across individual major donor KPIs, in collaboration with Philanthropy team and Associate Director of Giving.

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

- Demonstrated experience raising money Major Donors and PAFs
- Exceptional Relationship Management Skills including, portfolio management, proposal, progress reports and face to face solicitation.
- 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 written and computer literacy

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

- Annual Philanthropy stretch targets are achieved
- Philanthropy cohorts 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:

- Philanthropy Lead
- Philanthropy Advisor – Major Donors
- Prospect Researcher
- Associate Director, Giving
- Team (Regular Giving, Cash Giving, GIW etc)
- Donors and prospective donors, including Board Members
- Partnerships and Influencing teams
- Impact Team
- Executive Leadership Team
- Data Insights and Analysis team
- Marketing & Communications team

## 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 checked="" type="checkbox"/>	No <input type="checkbox"/>
Working With Children Check Required		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Global Anti-Terrorism Screening Required		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>