

Philanthropy & Partnerships
 Manager
 Position Description

Bobby Goldsmith
 Foundation

Position Title:	Philanthropy & Partnerships Manager
Reports to:	Head of Fundraising
Authorised by and date:	CEO, May 2023
Classification level:	Not governed by any modern Award
Roles reporting to this one:	Nil
Appointment Status:	Permanent Part-time / 60.8hrs per fortnight (0.8 FTE)
Position Purpose	<ul style="list-style-type: none"> • The Philanthropy & Partnerships Manager is a member of BGF’s Philanthropy team and plays a key role in ensuring BGF remains in a financially viable position to deliver its core services line with the organisation’s strategic direction. • This position fully supports the Head of Fundraising to develop and deliver the Philanthropy Strategy and deliver against income targets. The role has responsibility for achieving specific financial and non-financial KPIs through the following Key Results Areas (KRAs): <ul style="list-style-type: none"> ○ Relationship Development ○ Partnership Management ○ Major Donor Management ○ Stakeholder Engagement
Relationship Development	<ul style="list-style-type: none"> • Working together with the Head of Fundraising, contribute to the development and implementation of the philanthropy strategy for funding growth that aligns with the organisations strategic growth trajectory for major gift, corporate, trust and foundation, and major donors income. • Develop business plans and reporting mechanisms that ensure transparency and risk management of all relationships. • Achieve key performance indicators whilst operating within pre-determined budgets. • Take the lead in all activities designed to cultivate relationships e.g., researching, profiling, targeting, prospecting and tracking through a project management methodology. • Develop a wide-ranging, fit-for-purpose suite of solicitation tools with which to engage with target funders, including marketing communication materials. • Track and manage all relationship building activities to enable timely reporting of progress and outcomes of effort expended.
Partnership Management	<ul style="list-style-type: none"> • Working with the Head of Fundraising, ensure the ongoing, effective stewardship of major donors, corporations, trusts and foundations. • Personally manage all key partnerships on a consistent basis. • Develop corporate relationships to a level whereby a sustainable partnership status is achieved. • Keep abreast of all external business and development funding trends to ensure target funders are engaged optimally. • Ensure all contributions are appropriately acknowledged and funders recognised commensurate with the value of their contribution. • In collaboration with major funding partners, develop and implement ongoing plans to grow the relationship and build stronger ties between the parties. • Work proactively to ensure all current partnership agreements are renewed to the satisfaction of all parties and documented.

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Major Donor Management	<ul style="list-style-type: none"> Develop the major donor fundraising strategy and generate income targets from high value donors. Manage existing donors and donor communications. Draft proposals and reports for major donors and other writing needs. Initiate, build and sustaining productive fundraising relationships with a range of new major donor prospects, producing and managing detailed cultivation and stewardship plans and overseeing budgets. Manage the development of major donor relationships, and to personally manage a portfolio of prospects and donors. Ensure the delivery of the highest standards of support, service and stewardship to high value and major donors, ensuring compliance with donor monitoring and reporting requirements. Accountable for the analysis and evaluation of performance information, income & expenditure, monitoring and reporting against objectives, outcomes and objective and key results for internal and external audiences. Work with a supplier to lead on the identification and research of potential new major donors to produce a pipeline of prospects and income opportunities.
Stakeholder Engagement	<ul style="list-style-type: none"> Work with the Head of Fundraising to identify funding opportunities, and ensure all funding and grant applications are executed to meet the organisations funding requirements. Work with the Head of Fundraising and the Marketing, Communications & Branding team, seek out opportunities for BGF Board members, BGF Ambassadors and the CEO to engage with potential and existing funders and prospective funders to either maintain existing relationships or develop new ones. Seek out engagement opportunities with key stakeholders to communicate and influence decision making in respect of future BGF funding; Actively engage with all BGF stakeholders to build organisational cachet and seek out funding leads.
Other Responsibilities	<ul style="list-style-type: none"> Attend and contribute to all staff and team meetings. Perform all other reasonable duties as assigned by your manager from time to time. Contribute to the development of the philanthropy strategy, with specific attention and ownership of the above responsibilities. Capacity to work outside normal business hours flexibly to accommodate any out of hours engagements with TOIL option. Adheres to and role-models the BGF's Behaviours and Ethics Policy and all the other policies, procedures and guidelines. Proactively participate in a regular monthly one-on-one supervision as well as an annual performance appraisal with the line manager. Recruit voluntary support where required (e.g. for corporate events) in collaboration with the Community Fundraising and Events Manager. Proactively assist with the organisation, planning and implementation of all BGF events.

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	<ul style="list-style-type: none"> • Undertake additional projects as agreed with the Head of Fundraising. • Thorough understanding and ownership of human resource management, ICT systems, administration, risk management, WH&S, and policies and procedures.
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Qualifications	Bachelor's degree in related field and a significant professional experience or equivalent combination of education and experience
Skills & Experience	<ul style="list-style-type: none"> • Significant experience developing new business and managing partnerships within the NFP sector. • Solid corporate funding development experience with a proven track record of success. • Experience in the grant management process. • Demonstrable experience of recruiting new donors. • Experience of developing and delivering exceptional donor stewardship programs. • Proven track record of personally securing five figure gifts. • Experience of producing written reports and proposals, delivering quantitative and qualitative information in both formal and informal styles • Demonstrable experience of achieving income against agreed targets. • Demonstrable and highly developed interpersonal and communication skills both written and verbal. • Excellent networking, relationship building and influencing skills at the highest level and ability to manage relationships effectively. • Excellent organisation, prioritisation and time management skills with the ability to deliver to a deadline under pressure within a context of competing demands. • Ability to apply a broad range of communication skills to influence, motivate and persuade a wide range of people to donate. • Ability to motivate others. • Demonstrated project management experience. • Demonstrated change management experience. • Be result-oriented and data driven. • Good budgeting skills. • A thorough understanding of tax efficiencies relating to significant donations. • A good understanding of the Major Donor fundraising market and trends. • High level competency in Microsoft Office 365. • Proficient / Knowledge in Raiser's Edge or similar database.
Personal Attributes	<ul style="list-style-type: none"> • Represent BGF with integrity at all times. • Strong and effective member of the Philanthropy team and be a role model. • Personal values positively align with BGF's values. • 'Can do' positive attitude and fully support the organisational change • Highly innovative in approach, forward thinking and with an entrepreneurial spirit. • Strong organisational skills including time-management and prioritisation, paying attention to detail whilst keeping an eye on the big picture; • Team oriented and highly collaborative, however focused and deadline driven when required to work independently.

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	<ul style="list-style-type: none">• COVID-19 (i.e., double dosed plus recommended booster doses) prior to commencing any work, unless medically exempt.
Package	<ul style="list-style-type: none">• Tenured role• Compulsory superannuation contributions required by law• Salary packaging available• 60.8 hour working fortnight (0.8 FTE)• 20 days annual leave per annum (full-time equivalent, pro-rated to 0.8FTE) with 17.5% leave loading• 6 months probationary period• Mobile phone & laptop provided• Christmas closure• Staff discount shopping• EAP• Various staff events throughout the year• Based in Surry Hills, Sydney, NSW• Inter- and Intra-State travel may be required as necessary• Valid, unrestricted NSW driver's license required