

	POSITION DESCRIPTION
Position Title	Philanthropy Manager
Reports to	Executive Officer, Mary Ward International Australia (MWIA)
Direct Reports	Nil
Employer	The Province of Loreto Australia & South-East Asia. The official employer name, as per Australian Tax Office requirements, is Institute of the Blessed Virgin Mary (Loreto Sisters) (ABN 41 770 762 972)
Location	Melbourne
FTE	3 days per week (0.6FTE)

Loreto Mission and Values
<p>Loreto Mission</p> <p>To transform the Church and the world particularly by empowering women to seek truth and do justice.</p> <p>Loreto Code of Conduct and Values</p> <p>Through our work we seek to emulate the Gospel values as expressed through Mary Ward’s charism and the Loreto values of Freedom, Justice, Sincerity, Verity and Felicity. The Loreto Code of Conduct sets out the behaviours and attitudes expected of everyone who works at Loreto, including employees, contractors, board members and volunteers.</p> <p>Organisational Context – Mary Ward International Australia</p> <p>MWIA Vision – A just world where women share leadership, children thrive, and communities live in harmony with each other and the Earth.</p> <p>MWIA Mission</p> <p>Mary Ward International Australia (MWIA) is the aid and development organisation of the Loreto Sisters of Australia and South East Asia. MWIA support Loreto Sisters and the broader global MWIA network as we work with women and communities to transform unjust structures and reduce poverty and oppression, primarily through formal and non-formal education.</p> <p>MWIA is full member of the Australian Council For International Development (ACFID), registered with the Australian Charities and Not-for-Profits Commission (ACNC) and endorsed by the Australian Taxation Office as a Deductible Gift Recipient.</p>

Position Purpose

Reporting to the Executive Officer, Mary Ward International Australia, the Philanthropy Manager is responsible for:

- Managing key donor relationships for MWIA, including philanthropists, family foundations, other philanthropic entities and bequest supporters.
- Developing and executing a fundraising strategy to increase revenue to support MWIA growth, sustainability and stability aligned to MWIA's Mission and current Strategic Plan.
- Fostering current and new financial and philanthropic partnerships.
- Delivering approved revenue and donor/supporter targets.

Position Responsibilities

Values, Mission & Strategy

- Respect for the Loreto vision, mission and values actively demonstrated.
- Deliver outcomes in alignment with MWIA mission and objectives as outlined in MWIA's Strategic Plan.
- Develop and lead strategic fundraising initiatives to advance the organisational mission.
- Meet annual agreed revenue and donor targets.
- Ensure an ethical approach to fundraising activity.

Relationships, Donor Engagement and Effective Networks

- Proactively explore opportunities and build effective, long-term relationships with philanthropists, private ancillary funds, other philanthropic entities and bequest supporters and successfully position MWIA projects and programs to achieve intended funding and/or partnership results.
- Manage a portfolio of existing and prospective donors and bequestors.
- Develop and implement an engagement strategy, account plan and forecast opportunities for each donor in the portfolio using moves management methodologies, from identification to stewardship.
- Manage relationships with a focus on quality communications, targeted cases for support, and strategic engagement activities and events.
- Consider and implement creative solutions and methods to meet objectives.
- Enhance donor experience through face-to-face engagement and thank-you calls.
- Effectively represent MWIA at events with the aim of enhancing MWIA's profile.
- Develop and collaborate effectively across an extensive network of Loreto Sisters, staff, volunteers, donors and supporters - including board sub-committees – to deliver objectives.
- Apply complex problem and conflict resolution, and negotiation, skills effectively to achieve successful outcomes.
- Work closely with the Province Leader, MWIA Board Chair and EO MWIA on key stakeholder relationship development.

Communications, Marketing & Information Technology

- Advise and support Loreto Communications, MWIA Community Engagement and external contractors in developing fundraising campaigns and collateral.
- Contribute philanthropy-focused articles to MWIA publications.
- Provide ongoing oversight of MWIA's Customer Relationship Management (CRM) database, including training of staff and volunteers when needed.
- Proactively capture and analyse relevant supporter data and trends to inform fundraising campaigns and events.
- Use survey and feedback mechanisms to understand stakeholder requirements, support and other benchmarks.

Budgeting & Reporting

- Together with the MWIA EO, prepare annual fundraising projections.
- Consider appropriate budget circumstances in recommending strategies or activity, and monitor expenditure.
- Ensure necessary documentation is maintained and that records are accurate.
- Provide regular reports to the EO and board sub-committee of progress against strategic and annual plans and key performance measures
- Meet reporting timeframes and requirements.

Compliance & Risk

- Monitor, advise on and meet internal and external compliance requirements.
- Participate in the development and review of relevant policies and practices.
- Manage fundraising and relationship management risk.

Other

- Other duties appropriate to the position may be required by the EO, MWIA in accordance with knowledge, skills and experience.

Key Selection Criteria

Essential Qualifications and Skills:

- Specialised experience in either major gift fundraising, donor development or related field
- Demonstrated understanding of the fundraising process in the NFP sector, particularly as it pertains to moves management
- Appreciation and respect for the Loreto vision, mission and values
- Senior relationship or account management skills
- Demonstrated specialised experience in making a major ask
- Proven ability to generate, retain and grow revenue through established long-term relationships, with a history of over-achieving on budgets, KPIs and targets

- Demonstrated ability to develop, manage and execute fundraising campaigns and events
- Exceptional oral, written and interpersonal and emotional intelligence skills, with public speaking experience
- Exceptional negotiating, influencing and networking skills
- A professional attitude and impeccable presentation
- Knowledge of fundraising best practice, principles, legislation and ethical standards
- Strong data analysis and reporting capabilities
- Experience in creating relevant content including writing and producing articles for printed publications, websites, correspondence, electronic direct mail newsletters and social media

Desirable Skills or Attributes

- Knowledge of charitable or international development agencies or similar (faith-based)
- CRM fundraising management experience

Other

- Some interstate and international travel may be a requirement of the role
- Evidence of qualifications, satisfactory completion of a National Police Records Check and Working with Children Check, as per standards in each state, is a requirement of the role
- An Australian licence to drive a motor vehicle is a requirement of the role
- Note - MWIA has Fringe Benefit Tax (FBT) rebatable status with the Australian Tax Office, not FBT exempt status