



Position Description

Position Title:	Philanthropy & Corporate Partnerships Specialist
Location:	Melbourne
Tenure:	Full time 12 month contract
Classification:	SCHCADS Modern Award Level 7 \$112,576.57 pa + 11% superannuation + Generous Salary packaging + Bonus leave

About Children's Ground

The Children's Ground Approach is Australian designed with First Nations peoples. We are committed to systems change to ensure dignity, justice and equity for all children and families. Our work focuses on national reform as well as evidencing a new way of working. The Children's Ground Approach is a whole of community, whole of life approach. We partner with a community over the course of a generation, led by local expertise, vision and intelligence. Together, we create and deliver an integrated system that is centred on learning, development and wellbeing that responds to the child and their family through the key transition points from pre-birth to young adulthood. Our approach recognises the cultural, social and economic strength of communities and builds on this to equip children for opportunities locally, nationally and globally.

We celebrate First Nations children and families and back their vision and talent to transform their communities from extreme stress and economic disadvantage to communities of opportunity and wellbeing.

Children's Ground operates in Central Australia and across the Top End, with support provided by a Melbourne-based Shared Services team.

Position Summary

Children's Ground has wonderful relationships with our funders and partners who go above and beyond to back our community leaders. This role will build on our major donor program so that we can achieve sustainable, long-term growth and further scale our work on the ground.

The role will support existing partners and increases opportunities for new funders to walk with Children's Ground and stewards these prospective donors from identification to confirmed support. The role will nurture relationships with our key partners and expand our partnerships. You will also be responsible for key corporate partnerships.

This role will be working closely with a small and talented team of fundraisers and communicators who are passionate about their work. You will be part of a growing organisation that is delivering on big goals that enable and empower First Nations children, their families, and communities to change their futures through our ambitious philanthropy and fundraising strategy.

Key Relationships

Reports to: Director of Partnerships and Communications (P&C)

Children's Ground 10 principles: Start Early; Critical mass - work with everyone; Deliver the whole, not the bits; Innovation – new ways and old ways; Assume and celebrate ability; Expect and deliver the best; Child, family and community led; Stay for a generation; Whole of community, within community; Culturally safe

Key Internal liaison: Chief Executive Officer, P&C team and Senior Advisors.

Key External liaison: Supporters; donors; philanthropy partner.

Key Responsibilities

Philanthropic Partnerships

With a responsibility for Major Donors, Philanthropic Trusts and Foundations and Private Ancillary Funds this role will:

- Develop and manage a major donor portfolio including relationships, communications, contracts, obligations, and reports
- Research connections, establish and nurture relationships and create new partners, matching their goals with their CG supporter journey
- Support key mid-level philanthropic partners and their donor journey
- Develop and execute acquisition strategies

Corporate Partnerships

With a responsibility for key Corporate partnerships and funding this role will:

- Undertake acquisition and ongoing management of new and existing mid-level to major corporate partnerships with activities to include corporate relations, research, due diligence, strategy, MOU's, communications, campaigns.
- Accurately monitoring fundraising progress and produce quality reports when required.
- Supporting plans to grow income and meet or exceed corporate partnerships targets. Assist in tracking performance against key performance indicators.

Other Key responsibilities:

- Undertake an annual partner survey
- Lead the policies and procedures for our partner relations (donor care) and ensure quality, standards and compliance
- Ensure partner reports are submitted on time and that reporting is of a high quality
- Ensure an updated history of supporter engagement by maintaining an accurate record of interactions on our CRM (Salesforce) database
- Accurately monitor fundraising progress, KPI's and produce quality reports for the Director PIC and the CEO when required
- Ensure internal communications are of a high quality
- Write funding proposals and grant applications
- Design plans to grow income and meet or exceed income targets.
- Work with the PIC team and lead relevant activities and communications on relation to partner relations including acknowledgment of gifts, updates, events, visits etc.
- Work with the PIC team to identify and develop suitable fundraising opportunities and new projects
- Participate in strategic planning, annual planning and track performance against key performance indicators
- Leading event management for events to connect donors, including supporter trips.
- Ensure accurate and timely Receipting/Financial tracking and gift fund management
- Undertake other duties as required and directed by Director, Partnerships, Investment and Communications and Head of Philanthropy and Major Gifts.

Contribute to Children's Ground

- Be a positive, innovative and active member of the Children's Ground team.
- Support a strong, connected, respectful and supportive organisation.
- Engage with local languages by learning basic words/phrases and using them in interactions with First Nations people.
- Participate in professional development programs offered by Children's Ground.

KPI's

- Increase the annual retention rate of Major Donor Partners from 67% to 75% YOY
- Achieve financial goals
- 60% income confirmed/HP
- Achieve major donor revenue financial goals
- Salesforce records & reporting up to date
- Develop targeted cases for funding/pitches
- Deliver new funders to achieve financial goals
- Funder reports (delivered on time) - improved process, presentation, and Salesforce integration
- Donor meetings per quarter (or as required based on research) with CEO and others
- Increased attendance of events/webinars
- CA and TE visits resulting in new funders/increased funding
- Event opportunities when FN team available
- CG reports sent max three weeks after delivery
- Deliver an annual philanthropic/corporate Truth Telling challenge with Partners
- Continually improve grant process from application to reporting with Government Relations, Directors & Partners

Key Selection Criteria

Essential experience and skills

- Demonstrated experience as a fundraising and philanthropy professional, with at least 3 years of experience in roles focussing on philanthropy, major donor and/or corporate giving.
- Tertiary qualification in fundraising, business, marketing, social impact, communications or relevant field and/or equivalent professional experience
- Successful record in delivering against revenue targets
- Experience in engaging and building relationships, donor solicitation and major gift stewardship
- Exceptional interpersonal and communication skills including written and verbal communication skills with the ability to communicate concepts and ideas persuasively to a wide variety of audiences
- Developed organisational skills with an ability to balance competing work priorities to meet tight deadlines while working effectively with multiple stakeholders
- Experience using CRM databases, preferably Salesforce
- Willingness to undergo a National Police Check and obtain a Working with Children Check
- An ability to undertake occasional interstate travel and outside normal business hours.

Desirable experience and skills

- Experience working alongside First Nations colleagues and communities, a strong understanding of First Nations culture, history and lived experience.
- Experience working for a social change NGO
- Experience managing events

Personal Attributes

To be successful in this role you will:

- Be a confident and engaging major donor fundraiser.
- Enjoy developing strong working relationships with others who are driven by social justice and philanthropy
- Be a confident communicator with the ability to express a compelling case for support
- Have a proven track record securing significant unrestricted funds, and of meeting and exceeding financial targets.
- achieve goals