

## PHILANTHROPY MANAGER

### About Mary MacKillop Today

Mary MacKillop Today seeks to transform lives for self-determination through access to education and the learning of practical life skills in vulnerable and remote communities.

Just as Mary MacKillop did over a century ago, Mary MacKillop Today helps those wherever they are, regardless of their faith, ethnicity or gender by supporting development projects both within Australia and overseas. Mary MacKillop Today directly implements programs through our office in Timor-Leste, as well as through partnerships in Peru, PNG and Fiji.

We know that providing education, in all its forms, is one of the most effective ways to create sustainable outcomes and generational change in developing communities and we depend on support from the Australian public to carry out this vital work.

Mary MacKillop Today is a ministry of the Sisters of Saint Joseph and we work in the spirit of Saint Mary MacKillop and Rev Julian Tenison Woods, inspired by their faith, legacy and grounded practical work.

Mary MacKillop Today is directly responsible for program design, implementation, monitoring and evaluation of all our projects and is a signatory of the Australian Council for International Development's code of conduct. As a consequence, we have a high degree of accountability and transparency. Mary MacKillop Today is committed to protecting the rights of children and vulnerable adults in all areas we work.

### About the Role

The Philanthropy Manager is responsible for creating meaningful, long-term relationships with supporters to secure philanthropic revenue for Mary MacKillop Today.

This role will lead all aspects of individual giving, including the development and implementation of Mary MacKillop Today's philanthropy program, with specific focus on the identification, cultivation and relationship management of new and existing high-value Donor prospects.

Leading the Donor Care team and reporting directly to the Supporter Relations Group Leader, this position will significantly grow Mary MacKillop Today's donor base and the value of all individual giving programs, including major gifts, trusts and foundations, bequests, cash donors and regular giving. This role is accountable for driving supporter engagement to increase revenue, reduce supporter attrition and grow supporter loyalty.

This position requires an experienced, passionate and dedicated supporter-centric fundraiser who is confident to solicit and secure major gifts. A self-motivated, achievement-orientated, relationship expert will succeed in this role.

## Key responsibilities

### *Major Gifts Fundraising*

- Implement and manage a major giving strategy to grow revenue sustainably and promote philanthropic giving.
- Meet specific Key Performance Indicators (KPIs) associated with income, elevation of gift value as well as number of engaged individuals, trusts and foundations
- Cultivate and solicit major gifts from both current and new high value Donors.
- Develop and manage a portfolio of major gift prospects and inspire individuals to make substantial philanthropic gifts.
- Make direct face to face solicitations with potential Donors.
- Work with the Supporter Relations Group Leader to develop and deliver tailored proposals to motivate donors to increase their support.

### *Donor Care Management*

- Provide strategic and operational leadership to all Mary MacKillop Today philanthropic programs.
- Provide line management, guidance and support to the Donor Care staff to deliver high-quality supporter journeys that drive retention and loyalty.
- Work with the Supporter Relations Team Leader and Marketing and Communications Coordinator to develop and implement a communication calendar for each donor segment.
- Create an effective Donor pipeline to identify new high-value and bequest prospects.
- Oversee and participate in 4-6 Donor stewardship events each year.
- Develop and implement a Donor Acknowledge program.

## Key Competencies

### *Knowledge, Skills and Experience*

- Minimum of five years' experience in a similar fundraising or relationship management role and proven success with high-value income generation.
- Confidence moving a Donor along the donor journey, towards “making the ask” and the ability to confirm gifts of \$50,000+.
- Proven track record in achieving financial targets.
- Experience in audience segmentation and tailoring communications accordingly.
- High level interpersonal skills, including the ability to listen, influence, build and maintain relationships with diverse internal and external stakeholders.
- Proven communication, collaboration and negotiation skills.
- Excellent written and verbal communication skills.
- Ability to work to deadlines and prioritise effectively, with well-developed organisational and planning skills.
- Advanced computer skills, including Microsoft Office Suite.

- High ethical standards of behavior, good judgment, respect for others, confidentiality and attention to detail.
- Ability to adhere to, and be an internal champion for, all professional behavior related policies, including Mary MacKillop Today's Safeguarding Policy and the Fundraising Institute of Australia's Code of Conduct.

### ***Desirable***

- Tertiary qualifications or equivalent in business development, communications, fundraising or relevant subject area.
- Experience or understanding of International Development.
- Experience in database management, ideally Thank Q or other CRM platform.
- Sound analytical skills and experience in database reporting.

### **General Information**

This position is a permanent full-time role based in North Sydney and reports to the Supporter Relations Group Leader of Mary MacKillop Today. This position has three direct reports. The working environment is informal but professional, with very high standards of output and delivery. We are a happy, enthusiastic and energy filled group, with a positive and values- driven culture.