



Great Barrier  
Reef Foundation

## Position Description: Philanthropy Manager

Contract	Full time
Reports to	Managing Director
Created	30 June 2017
Commencement date	August 2017

### ABOUT THE ROLE

The Philanthropy Manager leads and manages all aspects of philanthropic giving at the Great Barrier Reef Foundation (GBRF) and is responsible for building a healthy and engaged donor pipeline to support one of the world's greatest natural icons.

This role includes implementation and management of annual giving and major gifts strategies; development of a planned giving program while at the same time managing a pipeline of prospective donors through effective research, cultivation, solicitation and stewardship.

We are seeking someone to take our giving to the next level, to deepen our donors' engagement with this cause and to capitalise on the global interest and passion for our beautiful Reef. This role requires a deep thinker who enjoys both tactical and operational outcomes and is motivated by building connections between individual and cause.

Experience working in a senior role in a successful fundraising team is essential, while the ability to build sustainable relationships with a wide range of donors and key stakeholders will ensure success in this role.

This position plays a key role in shaping the future of the Great Barrier Reef.

### ABOUT THE GBRF

The GBRF is the lead charity for the Great Barrier Reef, dedicated exclusively to funding solutions for its long-term conservation.

We lead the collaboration of business, science, government and philanthropy – groups who would not otherwise come together – for the benefit of the Reef. Our success is due to the quality of institutions and people we bring together – harnessing advances in science, technology and industry to ensure a future for this global treasure.

Made up of 2,900 reefs along 2,300km of Queensland's coastline, the Great Barrier Reef is one of the largest United Nations World Heritage areas, visible even from space! It contributes over \$6bn annually to the Australian economy and generates more than 64,000 jobs.

Promoting a strategic, collaborative and coordinated approach, together with our partners in business, government and philanthropy, we have so far raised more than \$60m to investigate and address the threats to the Great Barrier Reef. Our growing project portfolio provides a unique opportunity for business and philanthropy to invest in the Reef's future.

## KEY RESPONSIBILITIES

- Provide high level support to the Managing Director in relation to the strategic direction of the Foundation.
- Develop and implement plans to meet giving targets, including the identification, qualification, cultivation, solicitation and stewardship of annual, major, planned and campaign gift donors.
- Provide oversight to the successful coordination of schools and community giving initiatives.
- Manage a portfolio of existing donors ensuring relationships remain strong throughout the organisation.
- Work with the Managing Director, Board and Philanthropy Committee to devise and implement new initiatives that increase philanthropic revenue.
- Plan and manage all stewardship, cultivation and prospecting events.
- Accurately record information about, and communication with all prospects and donors – including research material, engagement plans, stewardship plans and meeting reports.
- Ensure the GBRF follows best practice by keeping up to date with Australian and international trends/research in philanthropy.
- Nurture and grow relationships with Trusts & Foundations and oversee reporting and application processes.
- Work closely with marketing and communications resources to create and maintain marketing and communications materials that assist in developing and maintaining powerful donor relationships.

## WORKING RELATIONSHIPS

This position reports to the Managing Director. This position works closely with the Office Manager who coordinates schools and community giving and Corporate Partnerships Director who leads our corporate giving activities. The GBRF is a small, dedicated team; to thrive in this environment you will embrace working collaboratively across departments and with everyone.

## APPLICATION PROCESS

Interested applicants are invited to submit a cv and cover letter explaining their suitability and desire for this position to [managingdirector@barrierreef.org](mailto:managingdirector@barrierreef.org) . Only applicants selected for an interview will receive a reply. Closing date for applications 5pm, Friday 7 July 2017.

A competitive salary package will be negotiated with the successful applicant.