



Position Description

Position Title: Philanthropy Advisor

Department: Community Engagement

Reports to Position: Senior Philanthropy Manager

Direct Reports: Nil

Guide Dogs Queensland Values

All employees are required to conduct all activities in a manner consistent with our CARES values:

C – Committed

A – Accountable

R – Respectful

E – Ethical

S – Successful

NDIS Risk Assessed Role

Managers to complete risk assessment – please select:

Key Personnel Role ☐ Yes ☒ No

Delivery of support/services to clients ☐ Yes ☒ No

More than incidental contact with clients ☐ Yes ☒ No

Position Overview

The role provides advice, coordination and support functions within the Bequests and Major Donor program, with a specific focus on Gifts in Wills strategy and operations. The broad purpose of the role is to strengthen donor engagement and loyalty and enable the achievement of short and long-term revenue targets.

Essential Functions and Responsibilities

Administrative Oversight:

1. Perform a range of key administrative functions in relation to estate management and acquittals.
2. Develop and maintain a structured electronic filing system for the Bequests programs, including maintenance of appropriate confidentiality protocols, records of donor engagement, and archival records.
3. Maintain accurate CRM records through the development and implementation of effective systems and procedures.
4. Work with the Finance team to ensure gifts are processed and coded appropriately.

Donor Engagement and Stewardship:

5. Plan, organise and implement donor stewardship journeys, tours, events and related activities;

Position Description

6. Liaise with a range of key GDQ supporters via email, phone and in person, with a view to engaging them further in philanthropic programs (bequests & major gifts).
7. Prepare key communications, such as funding proposals, welcome packs, acquittal reports and general correspondence, ensuring a high standard at all times.
8. Liaise with internal client-facing teams and other staff to conceptualise and articulate a wide range of projects for potential philanthropic support.

Research, Reporting and Analysis:

9. Oversee a planned approach to prospect research and pipeline development for the Gifts in Wills program.
10. Provide support to the Manager in development, tracking and analysis of unit activities and performance, including preparation of regular reports for executive management and the Board.
11. Improve on processes and, where appropriate, implement activity changes in response to analysis of results.

Other:

12. Liaise directly with a broad range of key external and internal stakeholders, including donors, volunteers, solicitors, departmental colleagues, and executive team members.
13. Act as project lead for GDQ on the National Gifts in Wills campaign;
14. Coordinate other special projects, which will evolve and change over time.
15. Assist in the effective delivery of daily activities in the Bequests and the Major Gifts Program.

Other Duties and Responsibilities

- Other related duties as required.
- Participate in professional development opportunities.
- Complies with GDQ Quality Management System and its certifications.
- Act as a Warden or First Aid Officer where required.
- Foster pleasant, respectful and productive working relationships with staff.
- All employees are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

Supervisory Responsibilities

Nil

Position Description

Knowledge and Skills

Essential

- As part of our recruitment and selection process, applicants will be required to undergo pre-employment criminal history checks as required by varied legislation. This may include worker screening required by the NDIS which aims to guarantee that key personnel and other workers do not pose an unacceptable risk to the safety and wellbeing of NDIS participants.
- A thorough understanding of the principles underpinning successful Major Gifts and Bequests programs, ideally supported by at least five years' experience in one or both programs (or similar area).
- Tertiary studies in fundraising or philanthropy or a related discipline.
- High level administrative, planning, research and organisational skills.
- Strong written and verbal communication skills.
- A warm, friendly and engaging personality, with excellent telephone manner and highly developed customer service skills.
- Demonstrated ability to work independently on projects, from conception to completion.
- A collaborative work ethic, evidenced by a demonstrated commitment to team-based goals and objectives.
- The ability and confidence to seek out and ask for financial support from prospective donors.
- Ability to deal with people in a sensitive and sympathetic manner, as well as handle confidential matters with discretion.
- Good database skills, and competency in using Microsoft Excel, Word and Outlook.
- Current driver's license

Desirable

- Familiarity with Customer Relationship Management databases.
- Demonstrated commitment to ongoing learning and professional development.
- Membership of relevant professional associations.

Working Conditions and Environment

This position works predominantly from Guide Dogs Queensland's breeding and training centre at Bald Hills, Brisbane.

Some travel will be required, in both the greater Brisbane area and throughout regional Queensland. Travel may include household visits with donors and attending stewardship events.