

Position description

POSITION TITLE	Philanthropy Executive (Victoria & Tasmania)
ROLE GRADE	8
REMUNERATION	\$87,008 - \$96,675 plus super (with opportunities for further growth)
LOCATION	Melbourne
DATE REVIEWED	March 2024
POSITION BASIS	1.0 FTE Fulltime, ongoing

Introduction

Bush Heritage Australia (BHA) is a leading not-for-profit conservation organisation founded in 1991 that protects ecosystems and wildlife across the continent; working with Aboriginal and Torres Strait Islander (ATSI) people and the agricultural sector to make sure its impact is deep, sustainable and collaborative.

By 2030, Bush Heritage's ambition is to be a leader in ecological insight; a partner of choice; achieving impressive on-ground outcomes; and delivering impact at landscape-scale for people, wildlife and ecosystems.

BHA aims to deepen and double its impact by 2030 – protecting, restoring and regenerating a total of 30 million hectares of land (an area larger than the state of Victoria). This will include:

- Significantly scaling up the national conservation innovation program to enable depth of impact across the landscapes BHA actively manages;
- Double the amount of land that BHA directly owns and manages from 1.2 million hectares to 2.4 million hectares;
- Deepen support of Aboriginal partnerships through exploring, strengthening and growing relationships with Aboriginal partners through a right-way approach; and
- Working with farmers and other land managers to enhance biodiversity across over 10 million hectares of agricultural land towards a more sustainable future.

Bush Heritage's success and culture lies with connecting people with purpose: committed members of staff, selfless volunteers, expert partners and loyal and passionate financial supporters.

We're proud to acknowledge the [Traditional Owners](#) of the places in which we live and work. We recognise and respect the enduring relationship they have with their lands and water, and pay our respects to Elders, past and present.

Organisation overview

Bush Heritage is led by the Chief Executive Officer (CEO), who is supported by a strong senior leadership team (SLT) and directed by a committed and diverse Board. The directors include leading Australians from business and commerce, government, non-government and private sectors, conservation and science. Bush Heritage demonstrates a strong commitment to Aboriginal and Torres Strait Islander people and has Aboriginal representation on its Board.

The organisation has six teams – Conservation Operations (including Regions, National Fire Program and Aboriginal & Torres Strait Islander (ATSI) Engagement), Science & Conservation, Engagement, Strategy & Growth, People, Safety & Culture, and Corporate Services.

Our work environment

Depending upon the nature of your role in Bush Heritage your role may be mostly office based, a mix of office and field based or mostly field based. These workplace environments present a range of requirements as part of the role which include but might not be limited to:

Office based: computer use; sitting at a desk; online meetings; working with volunteers.

Field based: working outdoors in hot/cold/ windy/dusty environments; lifting up to 15kg; bending, reaching, pulling/pushing; manual dexterity/manipulation; distance walking in outdoor environments with uneven terrain and between buildings; requirements to wear personal protective equipment for some tasks; exposure to herbicides, poisons, fuels and lubricants; working with mobile plant and equipment; driving using 4WD over uneven terrain; some peaks and troughs in work cycles due to unexpected circumstances e.g. bushfires; working with volunteers.

Our values

We walk in Harmony

We see the possibility

We listen and learn

We make change real

We walk in Harmony: We nurture a regenerative ecosystem to hum in harmony. Walking side-by-side to form relationships grounded in reciprocity, where we all have the space to give and take. We embrace a rich diversity of people and perspectives, for we know the stronger our community is, the further we can walk together to heal Country.

We listen and learn: We listen, respect and share. Always leaving room for honest conversations - so even as we grow up, we don't grow apart. We actively learn and take responsibility for the part we play in protecting the natural world. Holding ourselves - and each other - to account so we never lose sight of where we're heading.

We see the possibility: We see the possibility of what a healthy, resilient world could look like – if only someone believed in it. We see this future and sound it out for all to hear with our voice of hope. It takes thinking differently, to broaden horizons and look beyond what's right there. With creativity that confidently rises from credibility.

We make change real: Our purpose moves us to action. With our feet firmly planted on the ground, we find practical and pragmatic ways to create functional solutions to sustain land and life. We do what needs to be done, in the good days and the bad. For us, nothing beats seeing ideas put into action, and feeling the impact of our change for good.

Position summary

Reporting to the Major Gifts and Grants Manager, the incumbent is accountable for fulfilling the Responsibilities and Duties associated with this position.

The Philanthropy Executive will join a dedicated team of Major Gifts and Bequests specialists, responsible for generating income for Bush Heritage's conservation work from individuals, philanthropic foundations, and corporations.

The Philanthropy Executive will develop and steward strong relationships with major donors and prospects in the allocated area and other locations within Australia directed by the Major Gifts and Grants Manager. Semi-regular interstate and intrastate travel to other state capitals and to Bush Heritage reserves will be required.

The Philanthropy Executive will work with members of the Key Relationships Team, the Senior Management Team, the Chief Executive and Board members to identify and manage major donor relationships.

Key responsibilities

The primary responsibilities associated with the role include:

1. Develop and manage relationships with individuals, trusts and foundations, NGO partners and corporations to generate revenue from individuals, trusts and foundations, Non-Government Organisation (NGO) partners and corporations located throughout specified locations in Australia.
2. Develop and lead the implementation of personalised donor strategies and tactics for identifying, cultivating, and soliciting a portfolio of Bush Heritage's most generous supporters and prospective new donors, starting with at least 30 supporters with expected growth to at least 40 total within 12 months.
3. Lead the implementation of stewardship and recognition strategies for this portfolio.
4. Conduct at least 8-10 face to face meaningful engagements per month with supporters and prospective new donors.
5. Present major gift solicitation proposals of \$25,000+ to new prospects and established donors personally, including renewal of established donors.
6. Contribute monthly and quarterly reporting to the Executive Manager Fundraising & Engagement and the Marketing and Fundraising Committee of the Board.
7. Advise and support people in senior roles, including Executive Managers, the Chief Executive Officer and Bush Heritage Board members in identifying, cultivating and soliciting prospective donors; this will include communicating prospect research, conducting prospect rating, discussing tactics for solicitation, and liaising with other staff to provide materials.
8. Work productively with staff within the Major Gifts team as well as with staff across the organisation on individual donor engagement, cultivation events, proposals, donor stewardship programs, etc.
9. Ensure appropriate use of business systems and reporting requirements, including recording details of contact and discussions in the supporter database; and
10. Other duties, as required from time to time, consistent with the position grading.

Selection criteria

Essential

- Demonstrated commitment to Bush Heritage's vision and values.
- Excellent interpersonal and influencing skills with the demonstrated ability to build relationships to achieve specific outcomes.
- Demonstrated major gift fundraising expertise (preferably with gifts greater than \$100,000) with experience in face-to-face solicitations, portfolio management and the preparation of proposals and reports.

- Excellent written and oral communication skills with demonstrated experience communicating to a diversity of audiences including major donors, corporate representatives, Board members, senior staff, and volunteers.
- Demonstrated proficiency in synthesizing materials from multiple sources into a coherent and accurate summary.
- High level of computer literacy and proficiency with personal computers and online collaboration software, including word processing, spreadsheets, presentations and customer relationship management systems.
- Availability to travel interstate and intra-state on a semi-regular basis to visit prospects and donors and to accompany them on visits to Bush Heritage reserve properties as required.
- Full driving licence for cars. Able and willing to drive if required for job.

Desirable

- Established networker with good working knowledge of building relationships with high-net-worth individuals and demonstrated success in successfully making and closing “the ask”.
- A qualification in fundraising and/or relevant tertiary studies.

Key outcomes for the position

- Successfully manage a portfolio of at least 30 of Bush Heritage’s most generous supporters and prospective donors, increasing to a portfolio of at least 40 supporters within 12 months.
- Proactively work towards raising an annual income of \$1million+ (pro-rata equivalent for part time staff) towards Bush Heritage’s work.
- Lead and complete at least 20 individually tailored major gift solicitations per year personally and facilitate major gift solicitations by the relevant Executive Manager, the Chief Executive and Board members as required.
- Conduct at least 8-10 face to face meetings per month with donors and prospective new supporters.

Compliance, policy and procedures

Responsible for and commit to:

- Using and ensuring adherence to BHA’s values, policies, and procedures.
- Ensuring Health, Safety and Environment compliance, acting, and encouraging others to act in a healthy and safe manner.

Position Relationships

Position title of manager	Major Gifts and Grants Manager (Sydney based)
Position titles which also report to manager	<ul style="list-style-type: none">• Philanthropy Executives (NSW, VIC, QLD, WA/SA)• Special Projects Lead Philanthropy• Philanthropy & Grants Officer
Titles of positions that report to this position	None
Key internal relationships	The Major Gifts and Grants Team including other Philanthropy Executives, The Engagement Team, The Science and Conservation Team, The Conservation Operations Team, The Senior Leadership Team of Executive Managers, The Chief Executive Officer, and Board Members
Key external relationships	Individual Donors, Trusts and Foundations, Corporation