

Position Profile



Position:	Senior Philanthropy Executive, Impact and Campaigns
Team:	Philanthropy and Relationships
Org unit:	Fundraising and Philanthropy
Industrial coverage:	Non-award
Position number:	<i>tbc</i>
ANZSCO code:	<i>tbc</i>
Approval status	For Approval
Date reviewed:	3 years

Organisation purpose

A different brilliant® - understanding, engaging and celebrating the strengths, aspirations and interests of people on the autism spectrum.

Vision: The best opportunities for people on the autism spectrum.

Mission: We work with people of all ages on the autism spectrum, delivering evidence-informed solutions that are person-centered, family-focused, and customer-driven.

Values: We are passionate about people, about being positive, and about what's possible.

Portfolio and Team purpose

The Partnerships, Business Development and Autism Friendly Portfolio is home to four teams;

- Philanthropy, Relationship and Gift in Will
- Autism Friendly and Partnerships
- Fundraising, Mass Marketing and Supporter Services
- Strategic Partnerships & Business Development

The majority of works is externally focussed with a **goal of growth; financial, reach and impact**. We aim to deliver excellent customer service to existing and new supporters, corporates and autism friendly clients. We are committed to utilising a data-led marketing approach to connect and inspire new partnerships and gifts through a wide variety of activities and initiatives.

In turn this will enable Aspect achieve the vision to create the best opportunities for people on the autism spectrum.

Position purpose

The is a newly created role is responsible for growing the Major Individual Giving portfolio through mini campaigns. In short - this will mean - together with our incredible network of high value supporters you will be the catalyst for making high impact priority projects come to life such as building new schools and community that will serve our autistic community for generations to come. The position will play a pivotal role in developing and managing High Networth Individual (HNWI)

philanthropic relationships to drive growth and achieve Aspect's strategic objectives. The role reports to the Head of Philanthropy and Relationships and will focus on delivering the best supporter experience to our highest level supporters, and helping make their philanthropic ambitions and dreams a reality. You will work closely and collaboratively with the other areas within Aspect's philanthropy, fundraising, Autism-Friendly and service delivery teams to secure high-quality individual partnership opportunities.

Key accountabilities

Delivery

- Lead the development and implementation of priority mini campaigns including project plans, fundraising and stewardship plans and donor journeys.
- Collaborate with Aspect internal business units including Education, Adult Services, Research and marketing to create strong and compelling mini-campaigns messaging that demonstrates impact.
- Research and identify new high value partner opportunities which are aligned to Aspect's vision
- Develop productive, warm and results-focused relationship with funders with the aim of soliciting major gifts.
- Convert these opportunities into successful mutually beneficial relationships working collaboratively with all stakeholders to ensure effective relationship and communication at all times.
- Keep up to date with the philanthropic landscape and current trends in Australia, including any legislative, legal and ethical issues related to philanthropic giving.
- Categorise potential new and existing supporters based on their capacity and inclination to give.
- Keep supporters informed about the campaign's progress.
- Lead in the development, collation and tracking of campaign budgets and schedules.
- Coordinate and maintain the supporter CRM with accurate details and communication preferences.
- Regularly report on engagement and individual giving activities against KPIs

Key Development projects

- The initial priority mini campaigns that have been earmarked will be discussed at Interview stage

Team culture and development

- Contribute to and promote a team culture of continuous improvement, high performance and inclusive environment.
- To be open and comfortable with regards to working in a neuro-diverse team.

Portfolio functional development

- Contribute to continuous operational improvement through knowledge of Aspect's business, the external context, and contemporary practice in own area of expertise.
- Contribute to the development of the portfolio team collective knowledge and team spirit through participation in and leadership of learning and team building activities

Safeguarding the people we support

Aspect is committed to providing an environment free from abuse, neglect and exploitation of the people we support. Staff are expected to:

- follow safeguarding guidelines as outlined in Aspect's Safeguarding the People We Support policy and Code of Conduct.
- complete mandatory Code of Conduct training and implement into day to day operations and practice.
- be vigilant and maintain a heightened sensitivity to recognising signs of abuse, neglect or exploitation and escalate/report those signs/concerns.
- escalate/report other staff practices which deviate from policy/procedure.

Work health and safety

All staff are required to:

- take reasonable care for their own health and safety.
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with legislative requirements.
- report unsafe conditions or practices, and make suggestions to their manager on improving work, health & safety at Aspect.
- participate in the staff consultation process about work health & safety matters.
- understand and adhere to Aspect's Code of Conduct.

Reporting lines

Direct manager:	Head of Philanthropy and Relationships
Direct reports:	Nil

Essential requirements

- 5+ years' experience in a senior high value major gift or capital campaigns role .
- Strong knowledge of the external Philanthropic space – trends and best practice
- A track record of generating, retaining, and growing income through long-term relationships.
- Ability to project manage development projects from concept to delivery - with multiple stakeholder groups.
- Exceptional stakeholder management and business acumen skills set with ability to network and build internal and external relationships
- Strong written and verbal skills – strong ability to develop compelling proposals, pitching presentation and negotiate contracts (with agencies when required).
- Relevant tertiary qualifications in areas of Business Management, Marketing/Communications, Philanthropy/Fundraising, Commerce or similar (desirable)
- Strong Microsoft Suite skills (Excel, Word, Outlook)
- Proven experience in process, and systems workflow and database relationship management systems
- A genuine passion for social change / disability sector
- Working with Children Check and National Police Clearance (NSW) on job offer will be mandatory

Attributes and Capabilities

The following attributes and capabilities are needed to perform the role effectively. There may be some overlap between the two groupings.

Portfolio core values

Client and Supporter Focussed	<ul style="list-style-type: none"> • We strive to inspire our supporters and fee paying clients by understanding their expectations and motivations. Operates with an open, growth mindset.
Collaboration	<ul style="list-style-type: none"> • Working towards shared vision and goals
Integrity	<ul style="list-style-type: none"> • Being honest and authentic with our supporters, clients and our team
Excellence	<ul style="list-style-type: none"> • Operating a 'best practice' approach with a focus on continuous improvement
Creativity	<ul style="list-style-type: none"> • Focussing on innovation to continuously improve all our communication to our autism friendly clients and supporters
Data literate:	<ul style="list-style-type: none"> • Uses information, insights and knowledge in a structured way to support the identify of problems and make robust recommendations and frame alternative explanations.
Inclusive	<ul style="list-style-type: none"> • Treats all individuals in a respectful and inclusive manner. • Removes barriers and fosters inclusion throughout all aspects of work.

Position Profile: Senior Philanthropy Executive

Functional capacity requirements	Note: Frequency refers to an approximate percentage of time in a typical shift or period on duty: Rarely: Up to 7% Occasionally: 8% to 33% Often: 34% to 66% Continuously: More than 66%	
	Requirement	Occasionally
	Resilience to time pressure/workload	Continuously
	Sitting	often
	Standing, Walking	Occasionally
	Pulling, pushing, lifting <5kg, reaching, carrying	Continuously
	Fine motor skills – keyboarding, writing	Often