

Position Profile



Position:	Philanthropy Executive
Team:	Philanthropy and Relationships
Org unit:	Fundraising and Philanthropy
Reporting manager:	Nadine Eulgem
Industrial coverage:	Non award
Position number:	101634
ANZSCO code:	2251
AON code:	Aon.MKT.20012.2
Approval status	Approved
Date reviewed:	December 2024

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.

Team purpose

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

- Philanthropy, Gift in Will and Relationships
- Fundraising, Supporter and Data Services
- Commercial Product Development and Partnerships
- Autism Friendly and Working in Partnership with Autistic People

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

To work with the Philanthropy and Relationships Manager, Aspect Philanthropy to develop and expand the philanthropy program across the organisation; particularly across State Government,

Council, NSW Clubs and Trusts and Foundations Grants. The Philanthropy Executive will manage some significant Aspect philanthropic relationships and deliver integral Impact Reports. The role works closely with the other areas within Aspect's Philanthropy, Fundraising and Autism-Friendly to meet the Philanthropy team's strategic objectives.

Key accountabilities

Delivery

- Manage the Community Building Partnerships Program up to \$500K including:
 - Coordinating the approval of Capital Cases for Support in collaboration with Aspect Service Areas.
 - Successful submission of all Applications.
 - Reporting and acquittal requirements
- Manage the Club grants process up to \$200K from beginning to end, including cases for support, identification of clubs to apply for funding, building relationships with clubs, ensuring correct acquittal of funds.
- Manage State Government and Council grants. This includes proactive research and prospecting, matching grants with cases for support, making and submitting grant applications and acquittals and reporting.
- Strong stewardship of current philanthropic relationships to maximise retention, and ensure repeated, long-term funding. Keep current supporters informed.
- Relationship management – management of key philanthropic relationships
- Manage the Philanthropy Prospect Reporting and KPI's process against budget on a monthly basis.
- Development of Impact Reports for key philanthropic supporters.
- Research and identify new philanthropic opportunities which are aligned to Aspect's vision
- Philanthropy Events – manage event project plans and assist Philanthropy and Relationships Manager with the successful execution of each event.

Team culture and development

- Contribute to and promote a team culture of continuous improvement and high performance.

Philanthropy team 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 Philanthropy 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

Members of the Aspect leadership network are considered Officers under the work health and safety legislation and, accordingly, are responsible for ensuring Aspect has arrangements in place to comply with legal obligations.

- Fulfil your obligations to ensure Aspect complies with its work health and safety obligations under WHS laws.
- Hold managers within your business unit accountable for their health and safety responsibilities.
- Fulfil your duty to exercise due diligence. Due diligence means you must:
 - acquire and keep up to date knowledge of work health and safety matters
 - understand the operations of the business and the hazards and risks involved
 - ensure appropriate financial and physical resources and processes are provided to enable hazards to be identified and risks to be eliminated or minimised
 - ensure information regarding incidents, hazards and risks is received and the information is responded to in a timely way
 - ensure the business has, and implements, processes for complying with any legal duty or obligation
 - verify the provision and use of resources and processes.

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.

Essential requirements

- Experience in a philanthropy or similar role with responsibility for successfully achieving targets.
- Target driven and able to identify and generate new relationships for revenue growth.
- Exceptional relationship management skills with diverse stakeholder groups.
- Ability to network and build internal and external relationships
- Exceptional stakeholder management and business acumen skills set
- Excellent written and verbal skills
- Relevant tertiary qualifications in areas of Business Management, Marketing/Communications, Philanthropy/Fundraising, Commerce or similar (desirable)

- Proven experience in process, and systems workflow and database relationship management systems
- Strong research and analytical skills
- Strong Microsoft Suite skills (Excel, Word, Outlook)
- A genuine passion for social change / disability sector
- Working with Children Check clearance (NSW)
- National Police Clearance

Functional capacity requirements

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	Frequency
Resilience to time pressure/workload	Often
Sitting	Continuously
Standing, walking	Occasionally
Pulling, pushing, lifting <5kg, reaching, carrying	Rarely
Fine motor skills – keyboarding, writing	Continuously

Attributes and Capabilities

The following attributes and capabilities are needed to perform the role effectively.

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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.