



Position Title	Philanthropy Executive – Major Gifts
Position Type	12-month contract with view to extension, Full Time
Department:	Marketing & Fundraising
Date:	September 2022
Reports To:	Philanthropy & Partnerships Manager
Direct Reports	Nil

Organisational Mission: For 35 years, WIRES mission has been to actively rehabilitate and preserve Australian wildlife and inspire others to do the same.

Role Purpose: Major Gifts and grants have been identified as a key area for growth for WIRES. The Philanthropy Executive reports into the Philanthropy and Partnerships Manager and will acquire new Major donors/PAFs and cultivate existing donors to deliver significant growth, in order to expand our wildlife rescue, care and education services. They will work closely with colleagues across the Marketing and Fundraising Team to ensure coordinated activity and maximise opportunities for growth.

Key areas of responsibility	Key Tasks
Strategy and program development	<ul style="list-style-type: none"> In consultation with Philanthropy and Partnerships Manager, execute a strategic framework and plan for an effective major giving fundraising program to grow the contribution of income from major gifts.
Manage and implement Major Giving Program	<ul style="list-style-type: none"> Work with the Philanthropy & Partnerships Manager to build a qualified pipeline of major gift prospects, by identifying and researching donors through analysis of WIRES database and external research. Build relationships with major donor prospects through the stages of identification, research, planning, engagement, asking/closing a gift and ongoing stewarding. Secure, grow and maintain new long term philanthropic partnerships, through personal solicitations, comms, events and grant applications. Personally manage and build relationships with the current major donors and Trusts & Foundations Work with the programs team and external consultants to adapt a suite of information to create compelling proposals, marketing collateral and grant applications Work with Marketing & Fundraising colleagues to deliver and use a calendar of communications and campaigns to build major donor relationships and pursue specific major gift opportunities Work with the Grants Team, COO and consultants to build a library of material including program descriptions, budgets and impact reporting. Adapt these as required for proposals and grant applications. Work closely with the Grants Team to collaborate on project updates and shared content, impact reports and upcoming projects

	<ul style="list-style-type: none"> • Organise, manage and attend a calendar of donor stewardship events • Produce timely reports and acquittals to steward and thank donors, using a combination of impact reporting and case studies • Work on key high value grant applications using qualification criteria to maximise the win rate • Develop a high level understanding of WIRES programs to a sufficient level to discuss with Major Donors (including program specifics, areas to be funded, reporting available, speaker opportunities etc.) • Work closely with the Data and Insights Analyst to brief data requirements, supporter segmentation and report on program performance • Maintain a thorough knowledge of WIRES work and external market environment • Contribute to the development and implementation of fundraising plans and budgets • Assist key stakeholders with their solicitation e.g. CEO and program Staff
Administration and donor care	<ul style="list-style-type: none"> • Ensure WIRES database is up to date with accurate donor information at all times • Manage and report on budget income and expenditure • Process invoices in a timely manner
Active team and organisational member	<ul style="list-style-type: none"> • Work with colleagues to share workloads during busy periods • Demonstrate and model WIRES mission, values and behaviours • Comply with WIRES Policies and Procedures • Observe all legal and legislative requirements • Cultivate productive and collaborative working relationships with colleagues and external stakeholders • Communicate in a professional, respectful and constructive manner • Perform other duties and manage other projects as requested by management • Where applicable, collaborate with members of the fundraising team to grow other income streams e.g. Gift in Wills and Community Fundraising

Personal attributes, qualifications and competencies	
Essential Criteria	<p>Selection Criteria</p> <ul style="list-style-type: none"> • Excellent written & verbal and presentation skills, as demonstrated by successful presentations or proposal being accepted by an external partner, grant body or major donor • Ability to build positive relationships and relate appropriately with senior and philanthropic individuals from a variety of backgrounds • An interest in developing and growing your skills in Major Gift management, and familiarity with Major Giving relationship management programs <p>Other Essential Criteria</p> <ul style="list-style-type: none"> • Proven ability to build strong donor or customer relationships, with a strong track record of achieving targets within set timeframes and resources • Previous experience in a similar role in not for profit or higher education sector • Highly organised, reliable and proactive

	<ul style="list-style-type: none"> • Demonstrated passion for fundraising and a commitment to increase fundraising revenue • Accountable and results driven • Commitment to maintain confidentiality of donor details at all times • Committed to prompt, high quality customer service • Understanding of the importance of data integrity and accuracy
Desirable Criteria	<ul style="list-style-type: none"> • Demonstrated experience in successful moves management, stewarding a relationship from acquisition through to gift • Demonstrated experience in writing successful, medium to high value grant applications. • Demonstrated experience “making the ask” • Experience implementing successful Major Giving or Corporate Giving programs • Tertiary qualifications in business, marketing or communications • Experience working with moves management in CRM’s • Ability to learn new systems quickly, expertise in Excel, Canva, Powerpoint • Knowledge of the competitive fundraising environment, economic and market issues facing philanthropists and corporates in Australia
Personal Attributes	<ul style="list-style-type: none"> • Team player – collaborative and approachable • Passionate about animal welfare and improving outcomes for animals • Entrepreneurial and proactive • Willingness to work cooperatively and collaboratively across the organisation • Openness to change and the flexibility to accommodate changing requirements • Positive attitude & ability to confidently manage a wide range of stakeholders
Key Competencies	<ul style="list-style-type: none"> • Influencing and relationship management • Results driven • Entrepreneurial and proactive • Flexible and adaptable

After KPI targets are agreed there will be ongoing team reviews to assess performance in relation to agreed targets.