



**JOB TITLE:** Engagement Lead  
**CLASSIFICATION:** SCHADS Level 5  
**LOCATION:** Melbourne, Sydney, Perth, Adelaide, and Brisbane  
**REPORTS TO:** Director of Engagement  
**DIRECT REPORTS:** NIL

#### **KEY RELATIONSHIPS**

- National Engagement team
- Philanthropy Australia staff
- Current and prospective members
- Philanthropy Australia key partners

#### **ABOUT PHILANTHROPY AUSTRALIA**

Philanthropy Australia (PA) is the national peak body for philanthropy. We are an independent, not-for-profit organisation with more than 800 trusts, foundations, families, individual donors, professional advisers, companies, intermediaries and not-for-profit organisations as our members and partners.

We provide advocacy, networking, services, and resources to the philanthropic and not-for-profit sector, as well as information and research for the Australian community.

We are a growing movement of people and organisations who believe in the importance of giving and our members are proud to leverage their wealth and influence to create positive social change and community benefit. Our vision is for a generous and inclusive Australia. Our purpose is to inspire more and better philanthropy.

We support the wider philanthropic efforts of our membership through:

- Leading, advocating, and representing the philanthropic sector.
- Promoting the contribution of philanthropy by increasing understanding in the community, business and government.
- Inspiring and supporting new philanthropists.
- Increasing the effectiveness of philanthropy.
- Promoting strong and transparent governance standards in the philanthropic sector.
- Producing and distributing information to those seeking to understand, access, or partner with the philanthropic sector and to contribute to the growth of philanthropy and the philanthropic sector

## Our values and behaviours



### ROLE PURPOSE

The primary purpose of this role is to build relationships and engage with the philanthropic sector to help drive Philanthropy Australia's (PA) effort to engage a larger and more diverse membership, inspire a new generation of giving and foster better approaches to giving as outlined in Philanthropy Australia's Strategic Plan.

The role participates as a key member of the National Engagement team, reporting into the Director of Engagement for the assigned states.

### KEY RESPONSIBILITIES

This role works under the general direction of senior management, undertaking a range of functions requiring the application of a high level of knowledge and skills to achieve results in line with the organisation's goals, adhering to established work practices, and exercising initiative and judgment where practices and direction are not clearly defined. Involvement in establishing organisational programs and procedures, include a range of work functions and may involve supervision of staff.

### Member Engagement

- Deliver and administer a quality end-to-end experience for PA's members, including meeting with members, responding to their needs, and adding value through a sound knowledge of philanthropy and the non-profit sector.
- Lead the engagement and relationship management of our members and potential members.
- Meet with prospects to articulate the value proposition of PA membership.
- Support New Gen/NEXUS activities in assigned states as required.
- Connect members through the delivery of quality member programs and services including Peer Networks.
- Respond to inbound enquiries from current and prospective members and partners, including setting up phone calls or meetings and responding to emails.
- Ensure all member information and meetings are captured accurately in Salesforce and other systems.
- Support member events, including planning, logistics and delivery in assigned states.



### **Membership Development**

- Support business development to grow the membership base in assigned states, including developing strategies for prospecting, growing and renewing membership.
- Contribute to the development of ideas for local networking opportunities and events in assigned states.
- Play an active role in the annual national membership renewals internal working group.

### **Program Support**

- Lead on discrete projects as appropriate and assigned by the Director Engagement of assigned states.
- Deputise for the Director of Engagement of assigned states as required.
- Other duties as they arise to support successful membership programs and processes.

### **Professional Practice**

- Maintain effective links and relationships with other relevant stakeholder organizations in philanthropic sector.
- Participate in PA's corporate life including attendance and assistance with stakeholder events both interstate and after-hours as required. As this is a role supports a national program of membership engagement including events, the ability to work outside of normal hours, and travel (interstate on occasion also) may be required.
- Abide by Philanthropy Australia's Code of Conduct living the Values of the organisation.



## **SKILLS & EXPERIENCE**

### **Qualifications**

- Tertiary qualifications in Business, Economics, Social Impact, or relevant field.

### **Experience**

- Strong knowledge of philanthropy and the not-for-profit sector.
- Experience in a foundation or fundraising role working directly with philanthropists.
- Demonstrated strong interpersonal skills, including ability to inspire others, positive interaction and effective problem solving.
- Demonstrated excellent stakeholder management, including staff, key partners, and other stakeholders.
- A passion for philanthropy.

### **Skills**

- Ability to be proactive in developing and fostering relationships.
- Strong project management skills including planning, delivering on timelines, managing stakeholders and being outcome driven.
- Highly developed written and oral communication, negotiation, and presentation skills
- Strong IT experience, using digital platforms to report and use data and information strategically
- Proficient user of Salesforce or other CRM (desired)
- Ability to prioritize an ever-changing workload and juggle competing demands
- Motivated self-starter with management experience, including the ability to work as part of a small national team.
- Proven ability to prioritize and juggle competing demands.



### Respect

- We respect the inherent dignity of each and every human and each individual's skills, experience and contribution.
- We acknowledge the special connection of First Nations' Custodians to the lands and waters on which we work and pay our respects to First Nations Custodians and Elders past and present.
- We value when people give of their time, treasure, talent, and ties, to good causes.

### Impact

- We encourage philanthropy that makes a real and lasting difference by supporting organisations in their programs, capacity, and advocacy.
- We practice, and foster, collaboration as we build connections for greater impact.
- We encourage funders to be strategic, catalytic, and responsive to need in their giving.

### Trust

- We create welcoming environments that are safe, inspiring, and fun.
- We are caring and direct in our conversations, accountable for our decisions, and do what we say we'll do.
- We are committed to deepening trust between donors, service providers and beneficiaries.

### Celebration

- We promote the joy of philanthropy and profile inspiring philanthropy.
- We celebrate and build a culture of learning.
- We create space for all voices to be heard and celebrated.

### Humility

- We don't have all the answers and we look to learn from others.
- We grow from our mistakes and our vulnerabilities.
- We carve out time to be still and listen deeply.

### Sharing

- We practice, and encourage, the timely sharing of information, knowledge, experience, and expertise.
- We work as one Philanthropy Australia team with a shared commitment to our vision, purpose and values.
- We share our appreciation with those who support and enable our work.