



**JOB TITLE:** Executive Partnerships & Projects Lead

**CLASSIFICATION:** SCHADS Level 5

**LOCATION:** Melbourne

**REPORTS TO:** The CEO

**DIRECT REPORTS:** Nil

### **KEY RELATIONSHIPS**

- The CEO
- Executive Directors
- PA Board and Committees
- PA Staff
- Current and prospective Philanthropy Australia Funders and Partners
- Key collaborators, philanthropic influencers, partners, stakeholders, and suppliers

### **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**

Reporting to the CEO, this role will provide administrative, project, and strategic support to the wider Executive Team, as well as to the CEO on a day-to-day basis, contributing to achieving PA's ambitious strategic priorities, and playing a pivotal role by leading effective stakeholder management across our various partners including philanthropy, sponsors, and non-profit partners.

### **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.

#### **CEO Support**

Provide confidential administrative and project support to the CEO based on an understanding of current priorities, including:

- Email and diary management.
- Meeting preparation such as agendas and minutes
- Proof reading reports and documents, and
- Coordinating all correspondence that requires the authority of the CEO.

#### **Executive Team support**

- Provide support to the Executive team to enable PA's strategic projects and core work, particularly in relation to key partners and stakeholders, including maintaining a register of live and historic partnerships, drafting or editing copy, mail merges, maintaining accurate databases, establishing and implementing processes and procedures, creating invoices, and other administrative assistance.
- Support managing relationships with event sponsors and partners, including preparing proposal documents, drafting emails, managing delivery of sponsor benefits, sending invites, tracking RSVPs, and logistics support as required.



### **Philanthropic partnerships and fundraising support**

- Support Executive team to implement and project manage the philanthropic fundraising strategy including preparing content for grant applications and partnership proposals, project acquittals, and regular updates to donors, sponsors, and partners.
- Coordinate end-to-end grants application process which includes researching, coordinating input across the organisation, and drafting and submitting high-quality proposals.
- Engage in proactive identification and outreach to existing and potential funders and sponsors.
- Developing fundraising systems and project management, including drafting agreements, proposals, and other documentation, scheduling meetings, booking travel, keeping records of agreements and partnerships, prompting agreement renewals, managing donor stewardship, etc.

### **Strategic partnership management**

- Administer partnerships-based systems, including drafting, reviewing, and maintaining records of MOUs, proposals, and other documentation, scheduling meetings and booking travel, etc.
- Engage in proactive identification and outreach to existing and potential partners and speakers, under the direction of Executive Directors
- Project manage non-profit and sponsorship partnerships, including developing and implementing project plans with measurable goals, budget, timeline, activities, outcomes, and evaluation.

### **Professional practice**

- Participate in PA's corporate life including attendance and assistance with stakeholder events and after-hour programs as required.
- Maintain professional relationships with key stakeholders on behalf of the CEO and Executive Directors.
- Abide by Philanthropy Australia's Code of Conduct living the Values of the organisation.



## SKILLS & EXPERIENCE

### Qualifications

- Tertiary qualifications in relevant field.

### Experience

- Philanthropy engagement experience – understanding of and experience working with philanthropy including drafting grants and acquittals.
- 3+ years' Project Management experience – Asana or Graduate Certificate in Project Management with demonstrable skills to lead and deliver small to medium projects to completion, including implementing evaluation systems.
- Knowledge of and experience in advocacy – experience and confidence in telling the story of best practice campaigning and advocacy.
- Strong interpersonal skills – demonstrated including ability to inspire others, positive interaction and effective problem solving.
- Excellent stakeholder management – demonstrated including the Executive, staff, key partners, and other stakeholders.

### Skills

- Relationship skills– able to build rapport easily with internal and external stakeholders of all levels, and experience working collaboratively and cooperatively with others to achieve work plans and goals.
- Communication skills and experience – a strong and confident communicator and an experienced writer, able to craft compelling and persuasive narratives that demonstrate stories of impact.
- Digital literacy – intermediate to advanced knowledge of and experience using databases, online systems and tools (e.g., Project Management software), Salesforce or equivalent CRM systems, and functions of the Microsoft suite particularly Word, PowerPoint, Excel and Outlook.
- Organized and efficient– able to plan and prioritize effectively and deliver a large volume of diverse tasks, including strong calendar management experience, with the ability to manage multiple requests and juggle competing priorities
- Adaptability– a high degree of flexibility and ability to adapt to changing internal and external contexts.

### Expectations

- Passion for philanthropy and social impact.
- Alignment to PA's vision and purpose.



### 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.