

POSITION DESCRIPTION



About Lord Mayor's Charitable Foundation

Lord Mayor's Charitable Foundation is the community foundation for Greater Melbourne. We are the largest independent community foundation in Australia. We work alongside our donors and grant partners on issues affecting people, places, and our planet.

We understand Melbourne's challenges such as the need to increase the supply of affordable housing, encourage jobs in the caring, clean technology, and construction sectors, build the resilience of communities to heatwaves and other disasters, and address the climate challenge through a transition that leaves no one behind.

With the support of our donor community, our work is better informed and more strategic, which leads to greater impact. Our donor services are based on our deep knowledge of philanthropy and our expert team.

Title	Philanthropy Engagement Lead
Department	Development
Reporting to	General Manager Development
Position background	Sitting within the Development Team, this position is central to increasing, retaining, and extending engagement in structured giving to support the Foundation's placed-based philanthropy objectives.
About the position	The Philanthropy Engagement Lead supports the growth of Lord Mayor's Charitable Foundation through developing and implementing the development operations initiatives to deepen engagement with and giving by potential and existing donors, through structured giving including gifts in Wills. This role is instrumental in further developing the Foundation's donor services and relationship management strategies and initiatives.
Key Responsibilities	<ul style="list-style-type: none">• Implement and develop strategies to deliver best practice donor care, engagement and recognition initiatives to meet agreed KPIs.

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	<ul style="list-style-type: none"> • Manage prospective donor enquiries in a responsive manner, ensuring effective follow up and donor information is captured. • Facilitate donors in their giving journey through donor centric implementation of stewardship, cultivation and solicitation plans. • Project manage key structured giving donor service activities including, collateral development, proposal preparation, annual statements, and progress reporting. • Steward donors including organisations, adding value to their relationship with the Foundation. • Build relationships and networks with internal colleagues, external stakeholders, including intermediaries. • Support the Foundation's outreach to professional advisers and new donor groups, • Represent and advocate for the Foundation and its opportunities to prospects and donors at events. • Assist with the regular reporting to the Board and Executive Team. • Oversee updating of records in the Raiser's Edge database to maximise accuracy of data and the production of professional and coordinated relationship management and reporting. • Help support the development of donor relationship management systems. • Monitor changes and developments in philanthropy particularly structured giving and provide insight and advice to the team. • Maintain a deep understanding of the contribution of the Foundation to improving the lives of Melburnians. • Contribute to the successful overall operation of the Foundation. • Other duties as directed by the CEO and General Manager Development.
Key Selection Criteria	<ul style="list-style-type: none"> • Deep commitment to the importance and understanding of how to respectfully guide people and organisations on their giving journey. • Experience as a philanthropy advisor, major gift fundraiser or relevant client management experience. • Knowledge of the charitable sector, philanthropy, preferably with an understanding of structured giving products including gifts in Wills. • Ability to be strategic, effective and engaging in building long-term relationships with individuals and organisations. • Excellent organisational skills. • Excellent written and oral communication and presentation skills.

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	<ul style="list-style-type: none"> • High level competency and accuracy with relevant office computer programs (including donor CRM systems) and strong analytical abilities. • A demonstrated ability to contribute to a positive culture in the Foundation's office and a genuine commitment to positive social change. • Ability to work effectively in a small team environment. • High level of confidentiality and professionalism. • An ability to work to deadlines. • A willingness to work outside standard hours where required. • Outcome focused. • A pro-active team player with a 'hands on' style. • A passion for facilitating individual's and organisation's place-based social change objectives. • A thorough knowledge and proven success in a relevant for profit or not for profit role. • An understanding of the philanthropic sector and giving structures. • Relevant tertiary qualifications i.e. Marketing, Finance, or not-for-profit studies. • Strong understanding of the attributes that provide an exceptional client/ donor relations experience. • Up to date knowledge of all marketing channels including digital. • Understanding of data analysis to gain strategic insights and performance metrics. •
Employment Conditions & Remuneration	<ul style="list-style-type: none"> • Employment Type: 0.8 to full-time contract, with flexible working hours. Hybrid working requiring a minimum of 3 days in the office and includes additional reasonable hours. • Duration 3-year fixed-term appointment, with possibility for extension depending on strategic network development, performance, and available funding. • Depending on experience, salary is AUD \$100 – \$120K (Full-time), including superannuation. • Location: Melbourne • Some travel might be required as well as occasional out of hours meetings or events. • The Foundation values and celebrates diversity among our employees and in our partnerships. We are an Equal Opportunity Employer — all qualified applicants will receive consideration without regard to race, colour, religion, gender identity or expression, sexual orientation, national origin, age, disability, or family/marital status.