

Position Description



Position:	Philanthropy Lead
Reports To:	Head of Giving and Experience
Award Classification:	Level 5 under the Social, Community, Home Care and Disability Services Industry Award 2010
Location:	Footscray VIC (Flexible work arrangements required including travel to other ASRC sites and external meetings)
Date:	June 2024

Organisational context

The Asylum Seeker Resource Centre (ASRC) is a leading advocacy organisation for people seeking asylum in Australia. We are a values-driven organisation that strives to be part of a movement that helps people seeking asylum by providing direct services such as assistance with accommodation, food, casework, employment, education and legal services. We campaign and lobby with our sector to drive law reform and policy change.

At the heart of the ASRC strategy is the people we serve, and our commitment to ensuring that their voices of lived experience are embedded in all that we do. The ASRC exists for refugees and asylum seekers, and we are in the service of this community of people. It's important that our work and focus is led by what this community needs, expects and wants from us.

About the Team

The Fundraising, Philanthropy and Supporter Experience Department is responsible for the ASRC's public fundraising efforts, including cash and regular giving, mid-value, philanthropy, partnerships, gifts in wills, community fundraising and events. This sits alongside overall responsibility for the ASRC supporter experience, which encompasses both financial and non financial donor portfolios.

This Department oversees strategies to ensure significant engagement retention of the donor database through exceptional supporter experiences including the capacity to upgrade donors at all levels, increase loyalty through cross-pollination and recover donors that have become lapsed, while leading the strategy of "communicating impact".

The Department works constructively with Marketing & Brand and Advocacy & Campaigns teams to support supporter acquisition and conversion, alongside leading a culture of project

methodology and implementation for major campaigns.

Position Purpose

Reporting into the Head of Giving and Experience, this role will work alongside a team of fundraising professionals to operate a best practice philanthropic program that identifies, cultivates, solicits and stewards major donors, select grant funders and corporate partners to provide increased long term funding capacity for the ASRC.

Key Accountabilities

- Manage a portfolio of major donors, corporate partners and philanthropic funders to meet or exceed revenue targets.
- Develop and implement a Philanthropy and Structured Giving plan to increase engagement and giving to ASRC.
- Assist or lead the development and management of a suite of donor products in the mid-value and annual giving portfolio's.
- Work closely with the Head of Giving and Experience and the Leadership Team to acquire and foster donor relationships and provide strategic advice and support for key relationships.
- Identify, research and cultivate relationships with major donors, trusts and partners.
- Cultivate significant philanthropic, foundation and corporate partnerships and drive engagement strategies to optimise financial support.
- Prepare proposals, grant applications and presentations needed to secure funding opportunities in conjunction with the Partnerships Lead and Grants Coordinator.
- Develop an effective prospect pipeline and move management system to effectively steward donors according to their interest and giving motivations.
- Work collaboratively with the fundraising team on major donor segments for appeals to help achieve major donor targets.
- Use donor and financial data to guide decisions regarding grants, philanthropy leads and corporate partnerships
- Provide mentorship as required to members of the Philanthropy and Partnerships team.

All ASRC People will:

- Actively role model and lead the improvements to occupational health and safety standards to ensure the ASRC workforce feel safe and supported at work.
- Centre the rights of people seeking asylum and actively working toward bringing the ASRC vision and purpose to life.
- Driving and embedding the ASRC values through behaviours that contribute to a culturally safe, inclusive and respectful workplace.

Role Requirements

Essential Skills, Experience & Qualifications

- Significant experience in the philanthropy or fundraising sector
- Demonstrated experience in the successful procurement and stewardship of partnerships with major donors, corporations or trusts and foundations
- Proven ability to set strategic goals, manage budgets and analyse & report on results
- Strong communication skills (both written and verbal) alongside representation, presentation and negotiation skills
- Experience working in Salesforce or other large CRM System

Desirable:

- Knowledge of the policy context of practice with asylum seekers visa categories/conditions, and the barriers faced by people seeking asylum in Australia
- Established network of donors, corporate partners and large institutional funders
- An understanding of the philanthropy sector, including the legal and tax framework in which philanthropists operate

Policy and screening requirements

All ASRC staff and volunteers are required to adhere to policies and procedures which aim to further culturally safe, inclusive and respectful work practices. All offers of employment are subject to satisfactory Criminal History Check and provision of a valid Working with Children Check prior to commencement.

I have read and understood and agree to perform the responsibilities outlined in this position description.
Name:
Date: