

Philanthropy Manager

Department/Team:	Philanthropy
Job Type:	Ongoing
Full Time / Part Time:	Full time (part time can be considered for the right candidate)
Location:	Canberra (remote working arrangements may be considered for the right candidate)
Salary Classification	Level 8

About the Australian Academy of Science

The Australian Academy of Science is a national learned academy of distinguished Australian scientists. For over 70 years the Academy has championed science for the benefit of all.

We are a non-government not-for-profit organisation convening the country's leading experts from broad scientific fields to provide independent evidence-based advice and advocacy that informs government policy, aids decision-making across industry, guides public debate, supports STEM education outcomes and contributes to global science.

The Academy's offices are located in Canberra in the ACT, operating out of two iconic heritage listed buildings, the Shine Dome and Ian Potter House in the centre of the city.

We acknowledge and pay respect to the Traditional Owners of the lands on which the Academy Fellows and employees live and work, and to their elders, past and present.

Our culture

The Academy reflects organisational values that earn and sustain trust. The Academy is independent, non-partisan and ethical; acts with integrity, honesty, and transparency; supports diversity and inclusion and is respectful of sources of knowledge, such as those of First Nations people.

We offer a safe, flexible and inclusive work environment and strive to create an environment that connects, respects and values staff, investing in them to nurture and develop them as professionals.

The position

The Australian Academy of Science is seeking a Philanthropy Manager to deliver a range of philanthropy programs, including the bequest program, and support the development of new initiatives to secure major gifts. The role will help to implement innovative philanthropic strategies to increase revenue in support of the Academy's mission and [Strategic Plan 2023 – 2028](#).

The role will work closely with the Head of Philanthropy and Chief Executive, contributing to the implementation, cultivation, and stewardship of major gifts, bequests, and annual giving programs. As a key member of the philanthropy team, you will help strengthen the Academy's scientific leadership in Australia. This role presents an exciting opportunity to contribute to philanthropy as part of an organisation that is nationally focused with a global outlook.

Applications for part-time and flexible work arrangements will be considered. The preferred location for the role is Canberra, however applications for remote working arrangements will be considered. Occasional interstate travel is required.

Duties and responsibilities

Reporting to the Head of Philanthropy:

1. Design and deliver existing and new philanthropic initiatives aligned with organisational priorities and strategic goals to secure major gifts.
2. Identify and cultivate major gifts from high-net-worth individuals, trusts and foundations.
3. Deliver the Academy's bequest program and execute the strategy to grow and strengthen it.
4. Nurture and grow annual giving programs that build long-term donor relationships and enhance ongoing support for the Academy.
5. Increase the visibility of the Academy's philanthropy program to potential donors and stakeholders by collaborating with the engagement team to ensure cohesive messaging and branding across all donor communications, strengthening the Academy's philanthropic presence and promote the various options for giving.
6. Maintain strong relationships with internal and external stakeholders, including the Academy's Council, Secretariat, Fellowship, donors, prospects, and fundraising industry groups.
7. Utilise the donor database and CRM systems to track, analyse, and report on progress toward fundraising goals, providing regular updates to key stakeholders.
8. Represent the Academy at internal and external events, strengthening the profile of the philanthropy program.

Qualifications and experience

- Proven experience working in fundraising and/or development with a strong record of securing gifts.
- Relevant tertiary qualifications and/or experience in bequests, major gifts, public relations, membership programs, fundraising and marketing.
- Desirable experience working within the science, research, or education sectors.

Selection criteria

- Proven experience in securing major gifts and/or managing bequest programs with a track record of developing and implementing successful giving programs.
- Proven relationship management skills with a portfolio of confirmed and prospective donors, including high-net-worth individuals, trusts and foundations, bequest donors, demonstrating sensitivity and a personalised approach to donor stewardship.
- Excellent written and verbal communication and presentation skills in order to develop high quality written materials and relate effectively with donors and a broad range of stakeholders.

- Proficiency in CRM systems and donor databases, with a strong understanding of how to leverage CRM systems technology for relationship and pipeline management.
- Highly organised with the ability to manage priorities simultaneously, maintain attention to detail, and keep a strategic focus on the broader objectives.
- A demonstrated commitment to workplace diversity, workplace participation, WHS and equity principles.