

# DEVELOPMENT MANAGER - PHILANTHROPY

Oxfam is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.

<b>Position Number</b>	612
<b>Classification</b>	Category 3Enhanced
<b>Section/Unit</b>	Fundraising and Resource Growth
<b>Reports to</b>	Head of Philanthropic Partnerships and such other persons as directed
<b>Hours of Work</b>	35 hours per week
<b>Suitable for Job Share</b>	YES
<b>On Call Duties</b>	NO

### Scope of Position

The Fundraising and Resource Growth Section (FRG) at Oxfam Australia exists to inspire and invite individuals, communities and institutions to contribute their financial support, ideas and resources to advance our shared purpose of achieving a just and sustainable world without poverty.

The Development Manager – Philanthropy is responsible for identifying, pursuing income growth opportunities for the Philanthropic Partnerships Unit, with a particular focus on securing new Principal Gifts (\$250K upwards). The role works closely with the Oxfam Australia Philanthropy Advisory Board, Oxfam Australia Governance Board, and Executive Leadership Group in order to leverage networks to generate fundraising income. The role is also tasked with forming connections with wealth management companies and major family trusts to develop philanthropic income possibilities, as well as managing Oxfam's longstanding partnership with Deloitte.

### Key Responsibilities

- Source and secure new philanthropic income through leveraging the networks and ideas of Oxfam's Philanthropy Advisory Board, Oxfam Australia Governance Board

and Executive Leadership Group; and forming and building connections with wealth management companies and major family trusts

- Support the Head of Philanthropic Partnerships in the development of a comprehensive Principal Gift strategy and component parts including a comprehensive case for support, philanthropic investment opportunities and campaign approach
- Ensure fundraising targets are met or exceeded
- Alongside the Head of Philanthropic Partnerships and in collaboration with Philanthropy Advisory Board members develop strategies to achieve fundraising targets, including testing the viability of fundraising ideas and projects (with support from the Incubator Team)
- Through excellent stewardship, build and nurture strong relationships with Philanthropy Advisory Board members and key contacts in the philanthropic space, ensuring they remain inspired and connected to Oxfam's programs and activities
- Manage and progress all 'green light' fundraising projects/proposals (with assistance where necessary from the Philanthropy Coordinator) in collaboration with the Advisory Board member leading on the idea
- Identify and initiate the collaborative management and development of prospective donors between the Head of Philanthropic Partnerships/Major Gifts Manager/Key Supporter Coordinators and the referring individual
- Manage Oxfam's relationship with Deloitte and work with the Prospect Researcher on growth opportunities through the relationship
- Responsible for major secretariat support to the Philanthropy Advisory Board including the development of meeting agendas, timeframes and stewardship plans, with administrative support from the Philanthropy Coordinator
- In collaboration with the Head of Philanthropic Partnerships, manage Advisory Board recruitment and handover at end of term for members, including working with the Prospect Research to identify prospective new members
- Coordinate ethical screenings where required

## People Management

- Line manage one direct report (Prospect Management & Research Adviser) including recruitment and selection, performance management and personal development
- Ensure all staff under management demonstrate good human resource practice and comply with agency policies and procedures
- Implement and monitor equity, diversity, child safe and staff health and wellbeing policies and procedures within areas of delegation
- Managers are responsible for complying with safe work practices procedures and instructions in accordance with legislation and Oxfam Australia WHS policies and procedures for self and staff under management

## **Living our Values**

- Accountability – You are able to set clear goals and monitor personal progress against them.
- Empowerment – You are capable of having open, honest and respectful dialogue with others, respecting and including partnerships and communities perspectives into our working activities.
- Equality – You work to high ethical standards and treat all people with respect.
- Inclusiveness – You embrace diversity and able to enrich work activities with diverse perspectives.
- Sustainability – You are committed to achieving sustainable results in all aspects of their work.

## **Technical Knowledge & Experience**

- Demonstrated evidence of developing and implementing strategy for business development and income growth in a philanthropic setting
- Experience and success in meeting or exceeding substantial annual income targets
- Excellent knowledge of major gifts best practice methodology
- Proven experience in building, nurturing and managing trusting relationships with key stakeholders
- Knowledge of and experience with successfully securing Principal Gifts (desirable)
- Experience in corporate partnerships (desirable)

## **Personal Skills & Attributes**

- Leader with the ability to work with people at all levels
- Enthusiastic, energetic and motivated
- Drive to set ambitious targets and achieve results
- Time management and personal organisational skills
- Strategic thinking and problem-solving
- Excellent interpersonal skills and presentation skills
- Attention to detail
- Planning and project management skills
- Persuasive and persistent
- Commitment to Oxfam's purpose, culture and ways of working
- Customer and goal focus
- High degree of emotional intelligence and humility
- Growth mindset and desire to cross skill
- Flexibility in work undertaken in order to assist colleagues and the organisation
- Sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities.
- Openness and willingness to learn about the application of gender/gender mainstreaming, women's rights, and diversity for all aspects of development work.

- Commitment to Oxfam's safeguarding policies to ensure all people who come into contact with Oxfam are as safe as possible.

## **Travel**

- Occasional international and/or interstate travel is a requirement of the position. It is a condition of employment that staff abide by all agency security and safety protocols, policies and procedures and the Oxfam International Security Protocol.

## **Child Safeguarding**

As an agency undertaking work both nationally and internationally and in humanitarian response, OAU takes its duty of care seriously to safeguard children and recognises that it must meet community expectations and the trust placed in its personnel to maintain the highest standards of conduct with children. Therefore, all positions within OAU are required to understand and comply with the Child Safeguarding Policy, Code of Conduct, toolkit and and Social Media User Policy.

- This role requires Oxfam representation when occasionally visiting the field (overseas and domestic).