



Philanthropy Manager

Date	24 May 2022
Position Title	Philanthropy Manager
Department	Partnerships and Growth
Reports to (Position)	Director of Philanthropy
Direct Reports (Position)	Nil
Location	Kings Cross (<i>flexible working arrangements available</i>)
Employment status	Permanent full time
Salary	\$90,000

- Ongoing hybrid work; Kings Cross office and Working from Home

About Wayside Chapel

Wayside Chapel has provided unconditional love, care and support for people on and around the streets of Sydney since 1964. Our mission is creating community with no 'us and them'. We do this by breaking down the barriers of judgement and providing a safe place where people from all walks of life are welcome.

We operate a range of services that place dignity, respect and love at the heart of our approach to ensure that the most marginalised members of our community have equitable access to:

- essential health, welfare, social and recreational services, specifically in Kings Cross and Bondi
- items necessary to maintain a basic standard of living including showers, clothing and low-cost meals
- specific needs-focused programs and services to engage and support people visiting Wayside (our visitors), and provide pathways to participation in community and vocation.

Team Summary

The Partnerships and Growth team is responsible for raising funds across a diversified fundraising portfolio of High-net-worth private donors, corporates and Trusts and Foundations. The team works closely with the Marketing and Fundraising team which delivers the smaller level gifts, appeals, bequests and regular giving.



Position Summary

Purpose of Position

The newly created role of Philanthropy Manager will be responsible for the direction, growth and management of the Major Donor portfolio. The Philanthropy Manager will manage and grow a group of 70 and more major donor level donors with a giving capacity of \$10k - \$50k annually, to achieve revenue targets and create long-lasting relationships.

With a passion for delighting donors, you will initiate, develop and cultivate relationships by taking supporters on a journey of discovery and engagement with Wayside's mission of creating community of no "us and them". You'll play a pivotal role in creating meaningful connections and a sustainable revenue stream as we embark on our 10-year strategic plan.

Key Accountabilities & Responsibilities

The Philanthropy Manager will be responsible for undertaking the following duties:

Relationship Management

- Manage the major donor portfolio, including leading the development and implementation of a major donor strategy to achieve annual revenue targets
- Develop, manage and execute a donor pipeline and rolling stewardship plan, including the delivery of events, communications and other interactions
- Develop and manage personal relationships with major donors to foster ongoing support of Wayside Chapel
- Ask donors for gifts through face-to-face, telephone and written channels at the appropriate time
- Deliver appropriate and timely follow-up of donors following the receipt of financial or in-kind contributions, including acknowledgment and recognition
- Utilise data-driven insights, engagement planning and supporter surveys to determine priorities and to ensure approaches are stakeholder centric
- Collaborate with the Individual Giving Manager on the annual appeals program and fundraising campaigns to personalise communication and collateral to major donors
- Work closely with the Relationship Manager (mid donors), prospect researcher service, Director of Philanthropy and Planned Giving and to assist in the cultivation and referral of potential major donors and bequest prospects
- Effectively collaborate with others in the Revenue & Growth team to promote knowledge sharing, learning and development
- Work with Programs staff and other team members to write compelling cases of support and develop presentations for donors including required follow up reporting.

Reporting and Administration

- Contribute to budget setting, forecasting, and review and provide regular reporting for internal stakeholders as required
- Manage portfolio evaluation, budget and regular reporting against program objectives



- Maintain up-to-date information of relationships in the CRM system (Salesforce) and related databases, including all emails, phone calls, meetings, event attendance and other engagement
- Provide the Board of Directors and Executive Management Team with relevant information about donors and partners with whom they maintain relationships, keeping them up to date on donor activities
- Perform other administrative duties as required.

Other

- Managing relationships and contracts with relevant external stakeholders such as consultants and partner agencies
- Be an active member of the Revenue and Relationships team
- Adhere to the Policies and Procedures of Wayside Chapel and ensure adherence by staff and volunteers
- Attend staff meetings and training as required.

Workplace Health & Safety

- Accountable for complying with legislation and all Wayside WHS policies/procedures and instructions, reporting any hazards or safety issues to your manager and performing all tasks in a manner which guards against risk to self and others within the workplace.

Key Stakeholders

Internal

- Director of Philanthropy
- Development Coordinator
- Partnerships Manager
- Marketing and Fundraising Team
- Systems Analyst
- Support Teams – Finance, Systems, IT, Operations, People & Culture
- Volunteers

External

- Wayside Supporters
- Wayside Visitors
- Consultants and agencies



Selection Criteria

Essential:

- 4+ years' career experience in a relevant role; fundraising, communications, business development, sales, customer service
- Experience delivering financial results within a charity or business development role
- Exceptional relationship management skills with demonstrated experience fostering relationships with a wide range of stakeholders to achieve mutually beneficial outcomes
- Highly developed verbal and written communication skills
- Sound judgement and proven ability to both exercise autonomy at times and also work with a diverse group of collaborators to realise the organisation's goals
- Ability to have fun, celebrate wins and embrace errors
- Passion to make a positive impact on the community and a willingness to work within the Wayside Chapel ethos, support its values and advance its mission

Desirable:

- A relevant degree, such as business, marketing or communications
- Experience in fundraising and demonstrated results soliciting high value gifts
- Knowledge of current trends and best practice within philanthropy, donor segmentation and major fundraising
- Experience with a CRM database such as Salesforce
- Familiarity with and understanding of the Wayside Chapel ethos and values.

Application and Recruitment Process

Applicants should provide a copy of their resume and a covering letter that outlines how your skills and experience meet the above selection criteria.

Applications will be assessed as they are received and the role may be filled as soon as a suitable candidate is found, so **please apply right away** by visiting our website:

<https://www.waysidechapel.org.au/work-with-us/>

Please note, before you submit an application to work at Wayside Chapel that we are firm in our belief that we must embrace all efforts within our remit to manage and mitigate the spread of COVID-19. So we have made it mandatory for all staff and volunteers to be vaccinated against COVID-19.

Offer of employment to the successful applicant is dependent upon completing Working With Children Check and Police Check prior to commencing employment.