

OVARIAN CANCER AUSTRALIA



POSITION DESCRIPTION

Philanthropy Manager

Primary Purpose

The position of Philanthropy Manager makes a critical contribution to delivering sustained growth for Ovarian Cancer Australia (OCA). The position is the lead for two pillars of planned giving: major donors and bequests.

The Philanthropy Manager grows and develops the existing pipeline of mid-level to major donors and bequests, in addition to identifying and converting new prospects. Another core element of the role is to develop and launch a Bequest Program for OCA.

The position reports directly into the Chief, Fundraising, Marketing and Communications and collaborates cross-functionally to gather current and relevant information to support philanthropy relations and activities.

About the Position

Location: Queen Victoria Women's Centre, Level 1, 210 Lonsdale Street, Melbourne with hybrid working arrangements

Reports to: Chief, Fundraising, Marketing & Communications

Duration: Ongoing

Position Type: Part-time (30.4 hours per week – 0.8FTE)

About the Organisation

Ovarian Cancer Australia is the leading national body for ovarian cancer in Australia. Founded in 2001 by a group of people personally affected by ovarian cancer, our vision *is to save lives and ensure that no woman with ovarian cancer walks alone.*

Our focus is to provide care and support for those affected by ovarian cancer; and represent them by leading change.

Our values: We listen: We are inclusive: We are courageous: We act with integrity.

Our Culture:

We build a strong sense of purpose and community by welcoming and supporting staff committed to achieving our vision. We value the diversity of our inclusive workplace and make sure we are a place where everyone feels respected and accepted. We foster an environment where we share ideas, feedback and where every contribution is important. We are authentic and demonstrate trust, openness and optimism in everything we do.

For more information about Ovarian Cancer Australia please visit www.ovariancancer.net.au.

Position Background

Each year in Australia, approximately 1800 people are diagnosed with ovarian cancer, and more than 1,000 die from the disease. Ovarian cancer has an extremely poor prognosis and has the lowest survival rate of any female cancer. In Australia, the overall five-year survival rate for people diagnosed with ovarian cancer is 49%. People impacted may experience poor quality of life and outcomes and OCA has a range of programs supporting them and their loved ones. The main programs include a helpline, the Teal Support Program, psychosocial services, support groups and information resources. Outside of these programs OCA works closely with government to advocate for better treatment and research.

The Philanthropy Manager is a revenue generating position within the OCA Fundraising, Marketing and Communications team. This team is made up of four key streams: Marketing and Communications, Partnerships, Development and Philanthropy.

The Development team and the Philanthropy Manager generate revenue to support the work and programs delivered by OCA's Support and Advocacy team, in addition to funding critical advocacy work to ensure OCA contributes to changed outcomes for women diagnosed with ovarian cancer.

Importantly, this role speaks to a very critical audience of mid-level to major donors and third parties or families managing estates/wills. The role also seeks to secure untied funding for OCA, which is crucial to organisational growth.

Position Responsibilities

Nurture and grow the Major Donors pipeline

- Continue to qualify existing philanthropy portfolio across Salesforce.
- Identify opportunities and build a robust strategy for growing and retaining these relationships.
- Attract new major donors to the organisation.

Transform and re-launch OCA's Bequest program

- Audit the existing bequest program.
- Consider and develop the end-to-end ecosystem and journey that OCA undertakes to recruit prospects.
- Identify digital providers e.g. Willd.
- Grow number of confirmed and intending bequestors in portfolio

Co-create a 12-month communications plan for the portfolio

- Working closely with the Marketing and Communications team members, build out key opportunities to communicate with audiences that sit within this portfolio, ensuring OCA effectively communicates the impact of our work.
- In line with the above, consider the best medium to interact with these people to outline the impact their gift is having/will have.

Revenue management

- Responsible for managing and delivering against the revenue lines for both mid-level to major donors and bequests across the financial year.
- Attend revenue meetings, provide updates, and manage up any opportunities, wins and risks for the organisation.
- Assist with preparation of revenue forecasts for future financial years.

Relationship building and presenting

- Build trust and rapport with current and new supporters (major donors and those managing estates on behalf of others).
- Identify a donor's capacity and motivation to give and fund.
- Plan and deliver related and influential presentations.

Stakeholder management

- Manage both internal and external relationships with major donors and third parties.
- Work closely within the Development and Marketing and Communications teams, sharing plans and providing prospect updates as required.
- Ongoing communication with the broader team on any opportunities that OCA is planning to fund to ensure we have the right solution in place.
- Represent OCA in a professional capacity at relevant meetings, committees and events.

Reporting, evaluation, and accountability

- Maintain the Salesforce Customer Relationship Management (CRM) database to record all case management related activities, in accordance with privacy guidelines.
- Contribute to evaluation and data collection as relevant to areas of responsibility and collate information into routine and ad hoc financial reports for the senior leadership team, OCA's Board and funding bodies.

General

- Work in collaboration with the wider OCA team to support projects, campaigns and other activities.
- Contribute to the development of OCA and Fundraising, Development, Marketing and Communications strategy and planning.
- Contribute to the culture of decision-making including initiative, cooperation, collaboration, and shared accountability.
- Be able to celebrate the wins and embrace a culture of feedback.
- Other duties as directed.

Experience, Skills & Qualifications

- Tertiary qualifications in a relevant field.
- At least five years' experience working directly with mid-level to major donors.
- Demonstrated strong capability in proactively and strategically managing and growing a philanthropy and bequest portfolio, overseeing progress and risks, and identifying new avenues to raise funds.
- Experience in creating, managing and growing a pipeline of bequests and working with third parties to grow this income line.
- Demonstrated experience developing, managing and growing large revenue lines.
- Proven ability to competently manage significant stakeholder relationships (up to six figures), including major donors, legal firms and third parties.
- Advanced interpersonal and communication skills – both verbal and written.
- Demonstrated confident presentation skills.
- 'Hands-on' and self-sufficient with strong organisational and time-management skills.
- CRM (Salesforce preferred) experience.
- Strong alignment with OCA values.

Mandatory Requirements

- Proof of eligibility to work and live permanently in Australia.

Attributes

- Commitment to the mission and values of Ovarian Cancer Australia.
- Positive and collaborative, with a 'can do' approach.
- Inclusive and supportive.
- Resilient and actively conscious of self-care given the nature of OCA's purpose and the potential interactions with those affected by ovarian cancer.