

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 Philanthropy Manager grows and develops the existing pipeline of mid-level to major donors and bequests, in addition to identifying and converting new prospects.

The position reports directly into the Chief, Philanthropy & Engagement, and collaborates cross-functionally to gather current and relevant information to support philanthropy relationships and activities.

About the Position

Reports to: Chief, Philanthropy & Engagement

Duration: Ongoing

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

Location: Hybrid – working from Melbourne CBD office and remotely

About the Organisation

Ovarian Cancer Australia (OCA) is the national leader in advocacy providing vital support services for the 1,800 women diagnosed with ovarian cancer and their families each year. The OCA team is comprised of an expert and passionate team of nurses, psychologists, counsellors, advocates, and a fundraising and marketing team. Together, they deliver free and holistic, expert, evidence-based, specialist support services to women across Australia, and advocate for increased research funding, health systems reform and timely access to better treatment options for women living with ovarian cancer.

Our values:

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

Our Culture:

We foster 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 ensure we are a place where everyone feels respected and accepted. Ideas, feedback and contributions are encouraged, and we maintain a culture of trust, openness and optimism in all that we do.

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

Position Background

The Philanthropy Manager plays a key part in driving sustained growth and supporting the ongoing work of Ovarian Cancer Australia (OCA). The opportunity exists within this role to make a meaningful difference in the lives of women and their families affected by ovarian cancer.

Reporting to the Chief, Philanthropy and Engagement, the position leads and manages the philanthropy program, focusing on cultivating and securing major gifts.

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.

Position Responsibilities

Philanthropic Growth:

- Develop and implement a strategy to grow philanthropic revenue.
- Build and maintain strong relationships with major donors, providing personalised donor recognition.
- Prepare compelling cases for support documents, proposals and reports.
- Achieve financial and non-financial targets on time and within budget, in accordance with established KPIs.

Strategic collaboration

- Align philanthropic goals with the broader organisational strategy.
- Work closely with the support teams to ensure successful integration of funding and program objectives.
- Provide regular reporting to the Chief, Philanthropy and Engagement manager on performance.

Bequest program management

- Oversee and maintain the existing bequests ensuring its continued alignment with OCA's broader philanthropic goals.
- Monitor and manage new bequests, ensuring all donor intentions are honoured and fulfilled.
- Cultivate relationships with current bequests, providing ongoing stewardship and recognition.
- Ensure effective tracking and reporting of bequest related activities and outcomes.

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.

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.