

POSITION DESCRIPTION

Date	21 December 2020
Position Title	Philanthropy Manager
Reports to (position title)	General Manager Client Engagement
Department	Client Engagement

Organisational Context

bestchance Child Family Care is an independent, not-for-profit, community organisation with offices in Glen Waverley, Bayswater and Pakenham, Victoria, Australia.

bestchance adopts an innovative and holistic approach to assisting young children and families by integrating a range of specialist family oriented educational and welfare community services. The range of programs delivered include Early Childhood Education and Care (ECEC) Family Day Care, Kindergarten, Child Care; Children's Therapy, Parent and Child Support, Training, Community Support and Cheshire, an independent, specialist primary school for children with social, emotional and learning difficulties.

These programs recognise that the early years of a child's life are the most formative and influential and we strive to adhere to the principles of 'best practice'. This commitment ensures that families are, at all times, respected as the experts on their children and supported in an environment that is strength based and family centred.

bestchance also works in partnership with families in managing a number of kindergartens under its Early Years Management Program.

bestchance is committed to implementing and adhering to the Child Safe standards including the development and implementation of people practices that reduce the chance of child abuse within the organisation, for which we advocate zero tolerance.

Health safety and wellbeing first, is an expectation of all, where staff implement local work instruction and processes aligned to organisation requirements and are accountable for their own safety and safety of others.

PURPOSE

For all children, families and individuals to thrive in their community.

VISION

Inclusion we include everyone regardless of their background, needs or circumstances

Care We nourish and nurture resilient relationships

Education We develop skills and knowledge to build capacity and resilience.

VALUES

Humility we focus on listening to better understand and meet needs

High Expectations we have high aspirations for our client outcomes and for the calibre of our services and staff

Innovation we embrace change based on critical reflection

Curiosity we seek new understandings and knowledge

Evidence we seek and generate evidence to evaluate and improve our programs

Challenge we look beyond the immediate to achieve different results

POSITION PURPOSE

Reporting to the General Manager Client Engagement, the Philanthropy Manager is responsible for growing the income bestchance receives from the philanthropic sector, including coordinating, developing and acquitting income derived from a broad range of philanthropic and or government organisations.

PRIMARY OBJECTIVES

- To maximise bestchance philanthropic income, with a particular focus on significant, multi-year grants.
- To enhance the profile of bestchance and its work and relationships within the philanthropic sector.
- To drive a culture of fundraising across the organisation, through engagement with managers and collaboration with a diverse range of stakeholders

KEY RESULT AREAS AND RESPONSIBILITIES

- Coordinate the development and management of relationships between Bestchance and major public, private and corporate philanthropic trusts and foundations. Enhance awareness of Bestchance and its work within the top end of the philanthropy sector.
- Build strong internal networks to identify innovative initiatives that are likely to attract philanthropic interest.
- Manage the grant submission process, ensuring a consistently high level of submissions and maintenance of a strong success rate through the development of submissions that are carefully tailored to the needs of the grant maker.
- Coordinate with program staff to ensure timely and accurate acquittals that meet the needs of the grant maker.
- Achieve financial targets and monitor financial performance against set budget via monthly financial reporting, outlining income, outstanding applications, success rates and projected income.

- Coordinate timely receipting and contract approval for all successful funding submissions.
- Retain a record of key contacts in the database and proactively communicate and manage relationships.
- Constructively contribute to the activities and performance of the team as a whole, within a strong, team-focused approach.
- Contribute to an enhanced understanding of the philanthropy sector across the organisation.

KEY SELECTION CRITERIA

- Relevant tertiary qualifications and demonstrated experience working in a senior fundraising capacity, with strong established professional networks.
- Outstanding networking and relationship development skills, with internal and external audiences.
- Demonstrated ability to achieve challenging financial targets, through a sound understanding of internal programs and funding interests in the philanthropic sector.
- Strong interpersonal skills, with the ability to influence and shape a culture of fundraising across the organisation through engagement with managers and collaboration with a diverse range of stakeholders across the organisation.
- Demonstrated ability to communicate clearly, succinctly and sensitively, both verbally and in writing.
- High level project management skills, to manage the submission development process.
- Innovative thinker, able to identify new approaches to program delivery that will meet the needs of key grant makers.
- Detail focused and organised with the ability to meet multiple, competing deadlines.
- Sound knowledge of one or more sectors including, Children's or Community services, Early Childhood Education and Care (ECEC), Education and Training,