

Position Description

Philanthropy Manager

Full time, Sydney based

1. The Justice and Equity Centre

The Justice and Equity Centre (formerly the Public Interest Advocacy Centre) is a leading social justice law and policy centre. We build a fairer, stronger society by helping to change laws, policies and practices that cause injustice and inequality.

Our work combines:

- legal advice and representation, specialising in test cases and strategic casework;
- research, analysis and policy development; and
- advocacy for systems change and public interest outcomes through media, communications, submissions and engagement with decision-makers.

We work across 5 focus areas: First Nations justice, reducing homelessness, disability rights, energy and water justice, and civil rights.

2. Position overview

The Philanthropy Manager plays an important role in cultivating and nurturing the JEC's strategic relationships, with a strong focus on the stewardship of current and prospective major donors.

Working in close collaboration with senior management, the fundraising team and engagement committee, the Philanthropy Manager is responsible for managing a program of fundraising activities, communications and events.

This position reports to the Chief Operating Officer.

3. Major accountabilities

Areas	Key Responsibilities
Strategic Planning	<ul style="list-style-type: none">• Deliver the JEC's Fundraising Strategy, including monitoring, reviewing and revising for future years.
Donor Stewardship	<ul style="list-style-type: none">• Develop, implement and execute the JEC's donor stewardship plan.• Engage and grow relationships with major donors.
Governance and Internal Coordination	<ul style="list-style-type: none">• Prepare and present reports for the Fundraising Committee and Board as needed.• Collaborate with other departments to ensure fundraising activities align with organisational goals.

Areas	Key Responsibilities
Funding diversification and growth	<ul style="list-style-type: none"> • Convert longer term funders (major individual donors and foundations) to untied, multi-year funding. • Implement a bequests campaign.
Reporting and compliance	<ul style="list-style-type: none"> • Manage engagement and regular communication with funders. • Oversee progress and acquittal reporting. • Produce the annual report and other publications.
Profile and brand	<ul style="list-style-type: none"> • Contribute to building the JEC brand through our media, communications and social media strategies.
Events	<ul style="list-style-type: none"> • Develop and oversee successful fundraising and supporter events, including concept design and planning.
Appeals	<ul style="list-style-type: none"> • Review best practices for the sector and implement these practices for the JEC. • Implement a program of fundraising activities, including direct-mail appeals, workplace and regular giving.
Supporter and donor record management	<ul style="list-style-type: none"> • Oversee the effective operation of the CRM to enhance donor experiences and support fundraising activities. • Ensure all correspondence and other direct communications with funders are tracked.
People Management	<ul style="list-style-type: none"> • Manage and support the fundraising team by providing clear direction and development opportunities.
Other	<ul style="list-style-type: none"> • Support the CEO and COO in connection with fundraising and external relationships. • Support the successful implementation of the JEC's Reconciliation Action Plan.

4. Knowledge, skills and experience

Essential

- Strong ability to build and maintain strategic relationships, including major donors.
- Excellent communication and interpersonal skills.
- Experience in leading and motivating a team to achieve fundraising objectives.
- Demonstrated capability to develop long term fundraising strategies aligned with organisational goals.
- Excellent organisational skills and the ability to manage multiple tasks, competing priorities and complete activities on time.
- Ability to analyse fundraising data to identify trends and make informed decisions.
- Understanding and passion for social justice issues.
- Experience using donor/client management databases, preferably Microsoft Dynamics CRM.

Desirable

- Understanding of the community legal sector.
- Experience working with any of the following priority areas: First Nations justice, homelessness, disability rights, civil rights and energy and water justice.

5. Conditions

We are an equal opportunity employer and are committed to promoting a diverse and inclusive workforce.

Annual salary, including leave loading and superannuation, is commensurate with industry standard and experience.

We are a Public Benevolent Institution and are currently able to offer salary packaging options subject to our Salary Sacrifice Policy. Staff who take full advantage of salary packaging options can significantly increase their take-home pay.

Our Enterprise Agreement provides benefits including additional paid leave between Christmas and New Year and paid cultural and ceremonial leave. See further: [Justice and Equity Centre Enterprise Agreement](#).

The role is a permanent, full-time position, based in Sydney. We are committed to flexible working arrangements and provides opportunities for professional development and mentoring. Our workplace culture is collaborative, dynamic and committed to cultural safety.

6. Applications

Your application should be no longer than 6 pages in total. An application should comprise a cover letter, resume, and a statement outlining your suitability for the role with reference to the selection criteria (see 'Knowledge, skills and experience').

Applications should be sent by email to jobs@jec.org.au.

Inquiries about the position should be addressed to:

Joanne Green

COO

jobs@jec.org.au

If you would like to discuss the recruitment process and any reasonable adjustments you may require, please contact jobs@jec.org.au.