PHILANTHROPY AUSTRALIA BACKGROUND

Philanthropy Australia is the national peak body for philanthropy. We are an independent organisation with approximately 800 trusts, foundations, organisations, families, individual donors, professional advisers, intermediaries and not-for-profits as our membership. We are a growing movement of people and organisations who believe in the importance of giving and our members are proud to leverage their wealth and influence to create social change.

Our purpose is to serve the philanthropic community to achieve more and better philanthropy. We do this through:

- Collaboration – helping our stakeholder groups grow philanthropy together;
- Connections – enabling the sharing of knowledge, innovation and research; and
- Capability – enhancing the skills of the philanthropic sector.

Our collective community magnifies the impact that any of our stakeholders could achieve alone.

Philanthropy Australia was established 40 years ago by a number of Melbourne based foundations. Today, we have offices in Sydney, Melbourne, Adelaide and Queensland, from where we service the other States and territories.

Philanthropy Australia is governed by a Council of up to 15 members, elected for three-year terms. These members work as ambassadors for the organisation as well as fulfilling the statutory requirements of a governing council.

Our role is to support the philanthropic efforts of its members, and this is achieved through:

- Leading and representing the philanthropic sector;
- Promoting the contribution of philanthropy by increasing understanding in the community, business and government;
- Inspiring and supporting new philanthropists;
- Increasing the effectiveness of philanthropy through the provision of information, professional development, resources and networking opportunities; and
- Promoting strong and transparent governance standards in the philanthropic sector.

Philanthropy Australia also produces and distributes information to those seeking to understand access or partner with the philanthropic sector and to contribute to the growth of philanthropy and the philanthropic sector. Further information on Philanthropy Australia is at www.philanthropy.org.au.

KEY STATS

- FY 2016 revenue - $2.9 mil ($1.123 million in membership fees – FY2016)
- EFT at 31 Dec 2016 – 12 (30 June 2017 – 16)
- Members as at 31 Dec 2016 – 795
POSITION DESCRIPTION
State Manager NSW & ACT

JOB TITLE: State Manager NSW & ACT
LOCATION: Sydney, NSW
ROLE: Full time; $109,500 + SGC Super
REPORTS TO: National Membership & Programs Manager

DIRECT REPORTS
- NIL

KEY RELATIONSHIPS
- Partial support of the Events & Administration Officer (based in Sydney)
- CEO and Philanthropy Australia staff; New Gen program Officer
- Philanthropy Australia Council and members
- Current and prospective NSW & ACT Members

PURPOSE OF THE ROLE
To manage NSW & ACT membership, ensuring a strong leadership position and visible presence for philanthropy in NSW and ACT.
To be successful in the role, the NSW/ACT State Manager will develop and maintain relationships with current and prospective NSW/ACT philanthropic members, including private, community and corporate foundations.
They will ensure members are engaged and supported by providing the tools and connections that philanthropy practitioners need to be more effective in their work, through networks, professional development and communications.
The State Manager will seek to raise the profile of philanthropy in NSW/ACT through members, philanthropists and the wider public.
The role works closely to support the implementation of the national New Gen Program within NSW & ACT, to increase engagement with 18-40 year olds in philanthropy.
The role participates as a key member of the national membership team in the overall development and delivery of Philanthropy Australia’s strategic and operational plans.

KEY RESPONSIBILITIES
Developing, managing and maintaining relationships
- Ensure administration and delivery of a quality end-to-end membership experience to NSW & ACT Members.
- Implement the NSW & ACT annual member plan for more and better philanthropy (part of the National plan); including goals, timetables and strategies for growing and renewing membership.
- Connect members through delivery of high quality member programs and services to create opportunities for more and better philanthropy.
- Develop and deliver local networking opportunities and events in NSW & ACT.
- Work closely with the National Manager in the development and delivery of the national program of member events and activities in NSW & ACT.
- Support the National Manager & New Generation program officer to further develop the national New Gen program in NSW & ACT.
- Work with the Partnership Manager to build stronger links and partnerships in NSW & ACT to extend the influence and reach of Philanthropy Australia. Identify opportunities for financial support or in-kind in the form of time, information, goods and services, voice and influence.
POSITON DESCRIPTION
State Manager NSW & ACT

- Work with the Marketing and Communications team to strengthen communications, media and marketing to increase public awareness of Philanthropy Australia and philanthropy more broadly in NSW & ACT.
- Represent Philanthropy Australia in NSW & ACT as appropriate.

Portfolio Areas
- You may be asked to manage at least one National strategic activity, project or portfolio area, depending on skills and experience.

Financial & operations management
- Financial management for the NSW & ACT membership program, including:
  - Deliver & management of State revenue generation (renewal & retention) targets:
    - memberships, partnerships and state-based professional development programs
  - Provide timely analysis of financial & key membership reporting as required;
  - Budget preparation and on-going management of NSW/ACT program;
  - Efficient use of resources to maximise returns.

Professional practice
- Maintain effective links and relationships with other relevant stakeholder organisations in philanthropic sector.
- Maintain a current knowledge of national and international communication practices and membership-based organisations.
- Participate in PA’s corporate life including attendance and assistance with stakeholder events and after-hour programs as required.
- Support the National Membership & Programs manager as lead PA staff member for the NSW state workplace/office, assisting in all operational matters when required.

SELECTION CRITERIA
- Demonstrated strong leadership and interpersonal skills; including strategic thinking, ability to inspire others, positive interaction and effective problem solving.
- Demonstrated excellent stakeholder management, with a focus on member relations as well as Council, staff, key partners and other stakeholders.
- Strong networks and knowledge of philanthropic and community sectors, including Private and Public Ancillary Funds and advisors.
- Highly developed written, oral communication, negotiation and presentation skills.
- Highly developed research and analysis skills with a high level of attention to detail.
- Proven ability to prioritise a high workload and juggle competing demands.
- Motivated self-starter with significant management experience, including the ability to work as part of a small national team.

As this is a role supporting a National membership program of services and events, the ability to work outside of normal hours, and travel (interstate on occasion also) may be required.

The State Manager NSW & ACT is required to develop and commit to key performance indicators (KPIs) that relate to activities in the Strategic Plan 2017-2020, each of which are monitored and assessed by the CEO. In addition, the State Manager NSW & ACT is required to agree to PA’s Code of Conduct and abide by the operating values of the organisation.
HOW DO I APPLY?

To apply for this position, please provide a written response to the Selection Criteria, along with your CV to:

hr@philanthropy.org.au

Applications close Friday 27th October 2017.

QUESTIONS?

For any questions relating to the State Manager NSW & ACT role, please contact:

hr@philanthropy.org.au