



POSITION DESCRIPTION State Manager Queensland and NT

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 over 40 years ago by a group 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 Board 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 board.

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.

Annual Report <http://www.philanthropy.org.au/about-us/annual-reports/>

POSITION DESCRIPTION State Manager Qld & NT

JOB TITLE: State Manager Queensland and Northern Territory

LOCATION: Brisbane, Queensland

ROLE: We will consider both full-time and part-time

REPORTS TO: National Membership Director

KEY RELATIONSHIPS

- Membership Services team (working closely with other State Managers)
- CEO, Executive Director Engagement and other Philanthropy Australia staff;
- Current and prospective Queensland and NT Members
- Philanthropy Australia Board and members
- Partners, sponsors and collaborators in Queensland and NT

DIRECT REPORTS

- Nil

PURPOSE OF THE ROLE

To build relationships, grow membership, deliver services and support Queensland and Northern Territory (NT) membership, ensuring a strong leadership position and visible presence for philanthropy in Queensland and NT.

To be successful in the role, the State Manager Queensland and NT will;

- develop and maintain relationships with current and prospective Queensland and NT philanthropic members, including private, community and corporate foundations.
- ensure members are engaged and supported by providing the tools and connections such as networks, professional development and information communications to enable philanthropy practitioners to engage in more and better philanthropy.
- raise the profile of philanthropy in Queensland and NT through engaging with, and imparting knowledge to members, philanthropists and the wider public.
- support the implementation of the national New Gen and other programs within Queensland and NT, to increase engagement with a new generation of 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 with Queensland and NT members:

- Deliver and administer a quality end-to-end membership experience to Queensland and NT members.
- Develop membership growth in Queensland and NT including establishing clear targets, timetables and strategies for prospecting, growing and renewing membership
- Implement the Queensland and NT annual membership services plan for more and better philanthropy.
- Connect members through delivery of quality member programs and services.
- Develop and deliver local networking opportunities and events in Queensland and NT.
- Work closely on the development and delivery of the national program of membership services, events and activities in Queensland and NT.
- Support the national leads to further develop the New Gen, other programs and peer networks in Queensland and NT.
- Work with the CEO, ED Engagement and ED Policy, Government Relations and Research to build stronger links and partnerships in Queensland and NT to extend the influence and reach

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of Philanthropy Australia. Identify opportunities for financial support or in-kind in the form of time, information, goods and services, voice and influence.

- 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 Queensland and NT.
- Represent Philanthropy Australia in Queensland and NT as appropriate.

Portfolio Areas

- You may be asked to manage or be part of a lead-team on at least one National strategic activity, project or portfolio area, depending on skills and experience. This will also be determined by whether the post holder is working full time or part time hours.

Financial & operations management and reporting

- Financial management for the Queensland and NT membership program, including:
 - Delivery & management of State revenue generation (renewal & retention) targets: memberships, partnerships and state-based professional development programs
 - Capture engagement statistics, monitor and report on Queensland and NT engagement
 - Provide timely reporting and analysis of financial & key membership data as required
 - Budget preparation and on-going management of Queensland and NT-related expenditure
 - Efficient use of resources to maximise returns.
- Ensure information about those we engage is always up to data in Salesforce and data integrity is not compromised

Professional practice

- Maintain effective links and relationships with other relevant stakeholder organisations in philanthropic sector.
- Maintain a current knowledge of national and international membership engagement & communication practices within membership-based organisations.
- Participate in PA's corporate life including attendance and assistance with stakeholder events and after-hour programs as required.
- Support the ED Business Services as lead PA staff member for the Queensland state workplace/office, assisting in all operational matters when required.

SELECTION CRITERIA

- Strong networks and knowledge of philanthropic and community sectors, including Family Foundations, Private and Public Ancillary Funds and advisors
- Proven technical expertise and at least 3-5 years experience across business development and marketing in a philanthropic or grant-making environment
- Demonstrated strong leadership and interpersonal skills; including strategic thinking, ability to inspire others, positive interaction and effective problem solving
- Previous experience with CRMs (e.g. Salesforce) and a strong commitment to data integrity
- Demonstrated excellent stakeholder management, with a focus on member relations as well as Board, staff, key partners and other stakeholders
- A passion for philanthropy
- Motivated self-starter, including the ability to work as part of a small national team
- Highly developed written and oral communication, negotiation and presentation skills
- Proven ability to prioritise an ever-changing workload and juggle competing demands

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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 Queensland and NT is required to develop and commit to key performance indicators (KPIs) that relate to activities in the Strategic Plan 2022-2025, each of which are monitored and assessed by the CEO. In addition, the State Manager Queensland and NT is required to agree to PA's Code of Conduct and abide by the Operating Policy and Values of the organisation.

HOW TO APPLY

To apply for this position, please provide a cover letter outlining your suitability for the role, along with your CV to Nicole @philanthropy.org.au

Applications close: Thursday 4 August 2022

For any questions relating to the role and/or position description, please contact:

Adam Ognall, Executive Director Engagement adam@philanthropy.org.au