

Job Description

Head of Philanthropy & Partnerships

Department	Fundraising
Reports to	Fundraising & Technology Director
Direct Reports	<ol style="list-style-type: none">1. Philanthropy Manager2. Gifts in Wills Manager3. Middle Donor Officer
Grade	4
Status	Permanent, Full-time
Location	Greenpeace's normal places of business in Sydney (or Melbourne) and/or employee's home (on request)

Role Purpose

The Head of Philanthropy & Partnerships is a key role within the Fundraising & Technology department at Greenpeace Australia Pacific (GPAP). This role is responsible for raising the ambition of GPAP's high value fundraising program to match the scale and urgency of the climate emergency. The role will drive the strategic growth of several critically important fundraising areas, including Major Gifts, Trust and Foundations, Gifts in Wills and Middle Donor fundraising. Working closely with managers and staff of these specific programs, this role will have overall responsibility for the setting and achievement of the strategy in these areas, including oversight of the annual budget and targets, in order to expand these programs. In addition, Greenpeace Australia Pacific has a wide network of pro bono partners and other key high level stakeholders and this role will provide high level guidance for the coordination of these partners to ensure appropriate relationship management processes are in place.

The Head of Philanthropy & Partnerships plays a key leadership role in the organisation to develop the internal framework and culture necessary to support effective high value fundraising. This will involve establishing and optimising integrated systems in collaboration with Program, Finance, OCEO, Fundraising & Technology colleagues. It will work closely with the GPAP Board Fundraising Working Group and with relevant global Greenpeace colleagues (on an as-needs basis), to further the culture and capability for philanthropic partnerships at Greenpeace. This role will also represent the high value fundraising programs in the Fundraising & Technology Leadership team, keeping the department informed about key initiatives, sharing content and identifying areas for synergy and mutual growth.

Greenpeace Mindset

Greenpeace is an independent campaigning organisation, which uses peaceful, creative confrontation to expose global environmental problems, and develop solutions for a green and peaceful future. Our goal is to ensure the ability of the earth to nurture life in all its diversity. That means we want to protect biodiversity in all its forms; prevent pollution and abuse of the earth's ocean, land, air and fresh water; end all nuclear threats, and promote peace, global disarmament and non-violence.

Key metrics

Strategy & planning

Lead a high performing team

Create a culture for philanthropy and fundraising

Compliance with Framework Conditions

Role Responsibilities

Strategy and planning

Key Metric	How Success is Measured
Effective strategies and plans for high value fundraising and partnerships are developed	<ul style="list-style-type: none">• Lead the strategic development of major gifts, mid donor and gift in wills strategies, ensuring each program leverages the strengths and synergies of each other.• Overarching responsibility for the operational planning and implementation of the GPAP major gifts, mid donor and gift in wills programs, including individuals, trusts and foundations.• Overall responsibility for ensuring the organisation has effective oversight and coordination of pro bono partners.• Apply a comprehensive and current understanding of Australian philanthropy as a strategic domain, including relevant actors, networks, institutions, rules, trends and influencers to inform strategies and plans.• Leverage international fundraising opportunities to grow Greenpeace campaigns and impact.• Initiate and collaborate in the development of high impact, fundable campaign products for high value donors.• Oversee sophisticated prospect strategies and approaches to convert prospects to donors.• Oversee effective cross-organisational systems for high value fundraising success.

	<ul style="list-style-type: none"> • Monitor and report on the progress of agreed performance indicators for all three high value programs and create a metric focused culture within the team. • Ensure that the high value team is plugged into the GPAP technology roadmap and are leveraging all technology innovations for the advancement of the program. • Contribute to departmental meetings and other organisational and interdepartmental strategy and planning meetings Research and benchmark with other Australian NGOs and Greenpeace globally
Lead a high performing team	
Key Metric	How Success is Measured
The high value fundraising team has effective leadership	<ul style="list-style-type: none"> • Provide effective leadership, management and development for the high value fundraising team to raise ambition and take these programs to the next level. • Represent the team across the organisation to further the objectives of the high value program. • Foster a culture of ambition within the team, consistent with GPAP's culture and strategic aims. • Effectively leverage the public profile of the CEO as the face of GPAP to achieve fundraising objectives. • Ensuring that the high value is an actively learning team. • Cross-train the high value team to provide resilience across roles (middle donor, major donor and gifts in wills). • Collaborate closely with other managers and staff across the organisation to ensure fundraising success. • Ensure a consistent methodology of managing and assessing performance on projects and activities.
Create a culture for philanthropy and fundraising	
Key Metric	How Success is Measured
Effective culture and systems for philanthropy & fundraising growth are in place	<ul style="list-style-type: none"> • Ensure high value fundraising programs are well understood across the organisation with wide staff buy-in for growth. • Foster collaboration within the high value fundraising team to ensure cross pollination and efficient operational practices. • Play a key role in developing the effectiveness of the Board's impact in high value fundraising, including by playing a leading role in the Board Fundraising Working Group. • Liaise with other staff as necessary to develop tailored funding proposals and budgets to secure major donor support. • Develop effective cross-departmental relationships and an effective working partnership with all parts of the organisation and ensure the processes and frameworks are in place for successful high value fundraising (including finance, campaigns, legal, and others). • Ensure donor information is kept up to date in relationship management systems. .

	<ul style="list-style-type: none"> Integrate high value fundraising with program campaign and project development.
Compliance with Framework Conditions	
Key Metric	How Success is Measured
Was compliant with Greenpeace policies and did not bring Greenpeace into disrepute	<ul style="list-style-type: none"> Abide by Greenpeace Australia Pacific Code of Conduct and related Integrity Policies Ensure that your personal or campaign activities will not bring Greenpeace into disrepute (in case of doubt you will be expected to discuss the issues with the Fundraising & Technology Director).

Role Requirements

Knowledge

- Expert knowledge of philanthropy and major gift fundraising
- Expert knowledge of the Australian philanthropic environment
- High level knowledge of Gifts in Wills fundraising and/or Middle Gift fundraising
- High level of knowledge of effectively moving donors through a pipeline
- Relevant tertiary academic qualifications.

Skills

- High level leadership skills to effectively manage, motivate and develop a high performing team
- Ability to help establish effective internal culture for philanthropy and fundraising
- High level relationship building, interpersonal, writing and presentation skills including proficiency in communicating in donor-centric language
- Able to develop and write high quality fundable proposals
- Proven ability to monitor and report on projects supported by major donor gifts
- Ability to use Relationship/Sales management platforms e.g. Salesforce (CRM) to drive efficiencies and results
- High level of computer literacy (Google suite - Google Docs/Sheets/Slides & Microsoft office

Experience

- At least six (6) years' experience in a similar or related position
- At least six (6) years' experience in a people management position
- Demonstrated high level experience in relationship fundraising
- Demonstrated experience managing a donor pipeline/caseload
- Has developed and maintained excellent donor relationships
- Demonstrated experience in Gifts in Wills fundraising
- Demonstrated experience in Middle Donor fundraising

Employee Commitment	
Signature:	Date: