



Philanthropy Manager | 10 hours per week | Contract Role - work remotely from home

The Philanthropy Manager will drive the acquisition, engagement, management and retention of BOS Australia's major donors, bequests, philanthropic bodies as well as corporate and workplace giving. They will have the knowledge & experience to implement a long-term fundraising strategy and program of work. They will have a proven ability to form new and foster existing positive relationships with donors. The ideal candidate will also have the skills to support BOS Australia communication campaigns and will be willing to assist the Fundraising team with other tasks where required. There may be scope to increase hours in 2021.

Key Functions

- Work with the Fundraising team to develop and implement strategy for existing, lapsed and new major donors.
- Maintain and grow an active pipeline of prospects for major donors and bequests.
- Develop a strategy to acquire a portfolio of Corporate Partners and secure ongoing donations through Workplace Giving programs.
- Complete grant proposals where required.
- Initiate and develop new relationships with individual donors, Trusts and Foundations, corporate partners and high net worth individuals to secure substantial funding.
- Develop and implement a Bequest Strategy.

Essential experience/ Selection Criteria

- A proven track record of success in major gifts and high net worth fundraising and donor relationship management.
- Excellent relationship building and influencing skills.
- Established connections and networks in the corporate sector.
- Superior interpersonal skills and emotional intelligence.
- Excellent planning and time management skills and the ability to multitask and prioritise.
- Strong attention to detail and problem-solving skills.
- Outstanding written and verbal communication skills.
- Minimum 3 years' experience working in a similar fundraising position.
- Strong database/CRM knowledge. Preferably with Salesforce but not essential.
- Experience with Philanthropic Grants.
- Knowledge of Bequest, corporate and workplace giving programs.
- Donor acquisition experience.

Desirable Skills

- Experience and knowledge of Salesforce CRM

Logistics

- This position reports to the BOS Committee via the BOS Australia President.
- Committee meeting attendance on the first Monday of each month is required (7 – 9pm via zoom).
- Work flexible hours from home.
- Approximately 10 hours per week with potential to increase hours in 2021.
- Must have access to Microsoft Word, Powerpoint and Excel (desktop versions, not Google docs).
- Must have access to Whatsapp and able to install Dropbox.
- Must be able to check emails on a regular basis, minimum 3 times per week and preferably daily.
- Must have an ABN and appropriate insurances.

About BOS Australia

At BOS Australia, we have been raising funds for rescued Bornean orangutans since 2001. We are totally dependent on the support of the public to help save these critically endangered red apes and their habitat. We ensure the vital support from our donors goes to where funds are needed the most – to the orangutans in Indonesia.

We directly support the work of our parent organisation, Borneo Orangutan Survival Foundation (BOSF), who operate in Borneo, Indonesia. Activities that we fundraise for include running two of the world's largest orangutan rehabilitation centres; the rescue, rehabilitation and release of orangutans back into the wild; protecting existing rainforest habitat and reforestation projects and supporting local communities to help them maintain sustainable livings without the need for deforestation.

Protecting orangutans and their habitat is at the heart of what we do and is made possible by the support of our generous donors.

About our Fundraising Team

Our fundraising team has a unique set up and we are small but mighty. Currently there are three contractors in the team who work 10 hours per week each, remotely from home. The BOS Australia President also volunteers half of his working week to lead the fundraising team and implement our major projects in Indonesia.

We are an agile and flexible team. Whilst everyone has their own roles, we often work together to execute projects and require cross functionality at times. Being a team player is critical, as is flexibility and a willingness to step outside of your role from time to time to assist the team with activities when required.

If this sounds like the role for you, please email a Cover Letter addressing the selection criteria and your Resume to audrey@orangutans.com.au

Applications will close at 5pm on Monday the 23rd of November, or sooner if a candidate is chosen earlier.