

# ROLE PURPOSE: MAJOR GIFTS OFFICER - USA



## Our Vision

We see a world in which no person is needlessly blind or vision impaired.



## Our Purpose

We are determined to deliver Fred Hollows' vision of preventing blindness and restoring sight.

We work around the world so that no one is left behind, and in Australia we work tirelessly to ensure that Aboriginal and Torres Strait Islander people can always exercise their right to sight and good health.

Our priority is to work with communities to improve their own eye health. We do this through life-changing surgeries and treatments, training doctors and health workers, generating new ideas, and pushing for change at all levels – from local to global.

**At The Fred Hollows Foundation we offer a career where your talent and energy will help many see tomorrow.**

## How we value your contribution:

### Remuneration package

We aim to provide an overall remuneration package that is attractive and fair. Our global remuneration framework ensures we align to local pay, employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector. Competitive health, dental and vision insurance and retirement contributions are provided.

### Leave

You will have access to annual leave each year (pro-rated for part-time employees) in line with local regulations. You will also have access to other leave such as personal (sick or carers') leave, maternity leave, paternity leave and compassionate leave.

### Paid parental leave

We provide 14 weeks paid parental leave for primary carers at full pay and 4 weeks paid parental leave for non-primary carers.

### Performance & development

Our performance and development framework enables you to work closely with your manager to plan, manage, and review your performance throughout the year. This approach also enables you to discuss development opportunities and areas for growth.

### Learning & development

Our approach to learning and development will enable you to have the information, skills and knowledge needed to do your job. We build the capacity of our people and support you with on-the-job experience, coaching and formal learning.

### Leadership

Leadership is a key priority for us. We have customized leadership programs for leaders at all levels that are focused on supporting our people to be inspired, empowered and to make an impact in their work so that together we can achieve our vision.

### Study support

We are proud that so many of our people are tertiary educated and we are committed to supporting tertiary education that is relevant to your work through our global study assistance program. Relevant applications for study support are considered annually, providing financial assistance and study days.

### Recognition

Our recognition program has been designed to recognize and acknowledge our people who live our values of Integrity, Collaboration, Empowerment and Action, in everyday activities. We recognize our people in three ways: Peer-to-peer, manager recognition, as well as length of service.

### Flexible work arrangement

You will have access to flexible work arrangements. We encourage a spirit of mutual flexibility, enabling discussions between you and your manager about maintaining work-life balance.

### Equal Opportunity, Anti-Discrimination and Reasonable Accommodation for Persons with a Disability

We provide equal opportunity in employment to people without discrimination based on personal characteristics, which includes: age, breastfeeding, disability, employment activity, gender identity, marital status, physical features, pregnancy, race etc. Reasonable accommodation can be made to allow persons with disabilities to work safely and productively.

### Health & safety

We are committed to supporting your health, safety and wellbeing. If required, you and your family will have access to free external, professional and confidential counselling assistance if you need help with personal, family or employment related matters.

## To work in the Foundation you will:

- Be eligible to work in The USA and other regions where you will be based
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions which are identified as working with children.



Role purpose defines the broad accountabilities of the positions, which may change based on organisational need.

Please refer to divisional, team and individual work plans for more specific details

# ROLE PURPOSE



**Role Title:** Major Gifts Officer

**Division:** Public Affairs

**Location:** NYC metro area preferred / NE region possible

**Date:** November 18, 2020

**Employment type:** Full-time

**Reports to:** Head of North America

**Number of direct reports:** 0

**Leadership Band:** Leads Self

## Purpose of the role:

The Major Gifts Officer is accountable for the design and implementation of The Foundation's High-Net Worth Individuals (HNWI) and Major Gifts strategy. This is a nationally focused role, which will see you acquire, steward, and develop Major Donors and HNWIs in the United States, with a particular focus on actively identifying new prospects in the markets. You will also oversee a smaller portfolio of corporate partners that is linked to the Major Gifts strategy.

The **Senior Manager will own the outcomes of:**

### Strategy

1. Work closely with the Head of North America to develop and launch the major gifts program for the US market
2. Contribute to national strategy for acquisition, retention and development of major supporters and partnerships

### Relationship management, networking and events

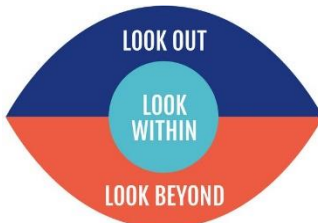
1. Identify, pitch and secure new relationships with key major donors, key organisations and Trust and Foundations.
2. Provide excellent relationship management of major donors including identifying, profiling, cultivating and stewarding a specific portfolio in order to meet or exceed annual fundraising targets
3. Promote the work of The Foundation at various functions and networking events - presenting clear, informative, consistent and positive messages to existing or potential donors of The Foundation
4. Collaborate closely with The Philanthropy and Government Affairs division that spans across Australia, UK, Hong Kong, Singapore and Dubai. Manage select project work as required (e.g.: fundraising initiatives and campaigns, special event activities, donor visit coordination)

### Proposal development

1. Actively assist in the development of marketing and promotional materials e.g. new strategic initiatives, innovative funding models and large-scale project pitches with impact

### Other responsibilities as requested by your manager.

## Our Capabilities:



### As a member of The Foundation Family you will:

1. Live by the values of The Foundation and support The Foundation's culture, performance and brand.
2. Adhere to all The Foundation's policies and procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.

## Essential Experience:

- Strong Experience of working with high level volunteers, influencers/or committees to deliver fundraising targets.
- Proven track record of successfully identifying, securing and cultivating major and corporate gifts in excess of \$50,000 USD.
- Experience of developing and/or implementing a successful major gift or capital campaign would be an advantage.
- Fundraising strategy development and implementation.

## Skills:

- Superior interpersonal and communications skills, particularly with high-level individuals in a multinational environment.
- Excellent and proven knowledge of major gift fundraising methodology including prospect research, managing databases and CRM for major account portfolio management, proposal preparation and the cultivation, solicitation, and stewardship process of major donors.
- Thoroughness and attention to detail.
- Driven, proactive and capable of positively working independently and as a team.

## Desirable Experience:

- Experience working with governments and ODA donors
- Experience working in international environment and with people from different cultural background and cultural sensitivity
- Fundraising events experience.

- Strong analytical skills, database proficiency and outstanding budgetary and financial skills, including target setting and monitoring and proficiency in Excel
- Fluency in written and verbal English.

**Qualifications:**

- Commitment to support The Foundation's mission and values.
- A bachelor's degree, Master's degree is a plus.
- 7 years of professional experience with at least 5 years of experience in fundraising that includes handling major gifts at a senior level

**Travel:**

20% Domestic Travel, occasional trips to Australia and donor trips to the countries where we work.

**The position involves:**

This position is recognised as having "Contact with Children" either direct or indirect (***note: all positions are classified as having indirect or incidental contact with children***)

This position involves indirect "Working with Children" and all shortlisted candidates will be subject to background checks.

**Additional Responsibility:**

Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.