

## ROLE PURPOSE: Role title



### 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.

#### 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.

#### 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 country 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.
- Be prepared to share evidence of full vaccination against COVID 19



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:** Senior Philanthropy Officer

**Division:** Public Affairs

**Location:** New York

**Date:** 2022/08/17

**Employment type:** Full time, Permanent with flexible work arrangement

**Reports to:** Head of North America

**Number of direct reports:** N/A at this stage

**Leadership Band:** Leads Self

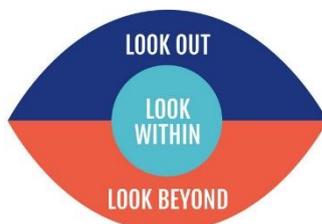
## Purpose of the role:

The **Senior Philanthropy Officer** is accountable for the implementation of the Foundation's ambitious growth strategy in North America by developing a Major Donor engagement strategy and its successful execution. We are seeking a relationship builder who can meet goals and objectives, acquire new funders, connect with them, and serve our mission. This position identifies, engages, cultivates, solicits, and stewards current and prospective funders in securing and expanding their financial support of the work of the Foundation. Responsible for meeting an annual revenue target by working towards building and growing a robust pipeline of Major Donors and stewarding an assigned portfolio of funders and prospects to advance the mission of the organisation.

## The Senior Philanthropy Officer will own the outcomes of:

- 1. Strategy:** Design and develop the Major Donor Engagement Strategy to grow the Foundation's revenue through Major Donors. Works collaboratively with other markets and the Head of North America to create customized solicitation strategies in line with the Major Donor Strategy, matching the objectives of the organization and interests of the prospective donors.
- 2. Prospects Development:** Develop and execute programs/activities to identify, cultivate, solicit and steward donors at the \$10,000 level or higher. Work with the Head of North America and the Board members and other key personnel to identify, cultivate, solicit and steward appropriate donors.
- 3. Development in a New Market:** Networking and raising awareness of the Foundation in North America as a new market. Design and execute strategies to strengthen engagement with current stakeholders and new prospects while enhancing the Foundation brand presence.
- 4. Relationship Development:** Develops ongoing relationships with major donors. Accountable for cultivating relationships for individual fundraising. Cultivates relationships with individual donors personally and meet the donor needs i.e. facilitate program visits, connection to programs, regular updates and reporting.
- 5. Giving Circle:** Work closely with the Head of North America and the Board of Directors to design and develop a giving circle to facilitate and strengthen the support of the Major Donors to the Foundation.
- 6. Communications** – Advanced presentation skills and written skills, to assist the wider US team to prepare correspondence, briefings, and pitches to support donor cultivation and stewardship efforts across the portfolio.
- 7. Global Collaboration:** Collaborate with colleagues on local and global projects and initiatives as appropriate; liaise with colleagues in other Foundation fundraising offices to share innovations and best practices and, where needed, provide support; and interface with program colleagues around the world to meet funder demands and organizational fundraising needs.

## 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:

- Minimum seven years sales and/or fundraising experience required.
- Proven experience in developing strategies for donor retention growth and recapture and proven success with complex requests is required.
- Strong understanding of the philanthropic landscape and associated trends.
- Demonstrated experience building long term relationships to deliver growth against targets
- Experience in asking for and closing gifts of six figures or more.
- Experience in managing and tracking high volumes of prospects and donors.
- Experience working with cross-functional teams
- Budget management experience within a not-for-profit environment or other relevant environment
- Experience briefing and working with C-suite Executives

**Skills:**

- High-level understanding of Major Donor needs, aspirations, and challenges
- Excellent written and verbal communication skills, including persuasion and negotiating abilities, effective listening, diplomacy and tact.
- Excellent interpersonal skills with the ability to manage a wide variety of diverse relationships utilising a collaborative approach to communication.
- Innovative, analytical and strategic minded, with project management skills.
- Outstanding presentation skills.
- Strong time management skills, ability to multi-task and meet deadlines.
- High level of computer literacy and the ability to analyse and interpret data.
- A flexible and adaptable work style, with the ability to manage competing priorities to a high standard.
- An excellent team player.

**Desirable Experience:**

- Experience in international development & NFP sector.
- Knowledge and understanding of international development sector
- Knowledge of converting complex program language into clear proposals
- Working knowledge of cause related databases

**Qualifications:**

Tertiary degree in a relevant field  
Minimum seven years of experience

**Travel:**

International travel as required

**The position involves:**

This position is recognised as having “Contact with Children” either direct or indirect  
This position does involve “Working with Children” either direct or indirect.  
This position does involve working with beneficiaries, donors and/or partners

**Additional Responsibility:**

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