

# Job Framework: Philanthropy Manager

<b>Job Title</b>	Philanthropy Manager	<b>Work Type</b>	Full time. – Dual-focused role with 60% focus on MSIAP & 40% MSIA
<b>Reporting to</b>	Senior Manager – Communications & Fundraising	<b>No. of Direct Reports</b>	0
<b>Location</b>	Melbourne, Australia	<b>Budget Responsibilities</b>	Responsible for bringing in funding, but not managing budget. Contributes to planning expenditure

## The Organisation

MSI Reproductive Choices (MSI) is a global partnership of organisations providing reproductive choice for people and communities across 37 countries. Our local teams of professionals are passionate about the work they do transforming lives through the provision of quality contraception, safe abortion and related sexual health services.

Last year, MSI services globally prevented 14.6 million unintended pregnancies, 7.2 million unsafe abortions and 42,600 maternal deaths ([read more about our impact](#)).

MSI is a pro-choice organisation and it is a requirement that all staff are comfortable with and promote the MSI Core Values.

MSI's operations in Australia brings life-changing reproductive choice to people living across Australia and the Asia Pacific region.

MSI Asia Pacific (MSIAP) serves as the Public Engagement and Project Management office for MSI in Australia and the Asia Pacific region. Working with key institutional donors including Australian Government (DFAT) and New Zealand Government (MFAT), Foundations and individual supporters, MSIAP oversees a number of programs across Asia and the Pacific.

MSI Australia (MSIA) is the nations leading, specialised, non-profit provider and advocate for abortion care, contraception and sexual & reproductive health. MSIA provides a national contact centre, a range of national telehealth services including teleabortion, and operates clinics in WA, Qld, NSW, ACT and VIC. MSIA also conducts specialised counselling and wellbeing support, national policy, advocacy and research activities.

MSI is committed to creating an inclusive environment with a workforce which is representative of the communities we serve. We're proud to be an equal opportunities employer and give equal consideration to all qualified applicants without regard to race, ethnicity, religion, gender, gender identity or expression, sexual orientation, national origin, disability, or age. We are committed to promoting equality and safeguarding the welfare of all team members and clients, with a focus on vulnerable groups

## The Function

MSIAP and MSIA have their own specific fundraising objectives and communications activities however MSIAP and MSIA work closely together in Communications and Fundraising to align activities and leverage opportunity. The overall communications and fundraising targets and strategies are guided by the CEOs of both organisations. The team works closely with the External Relations team and others and plays a critical role in the strategic growth of our global partnership, by driving external fundraising and building a donor base, raising the profile of MSI and our work, and developing and maintaining key relationships related to philanthropy, fundraising and communications.

The Fundraising program is focused on growing and diversifying our external funding base by increasing the proportion of funding from non-governmental sources and thus contributing to the overall financial sustainability of our country programs to deliver services.

## This Role

The main purpose of this role is to drive and deliver a philanthropic fundraising strategy to support the MSIAP and MSIA fundraising targets.

This role works closely with the MSIAP Executive Officer, the MSIA Managing Director and senior managers from both organisations to identify, establish, grow and deepen relationships with new (and existing) philanthropic partners across Australia and the broader Asia Pacific region. This will include a comprehensive portfolio of activities with philanthropic trusts, foundations, high net-worth individuals (HNWIs) bequests and major gifts.

The role will focus on building strong and enduring relationships with high net worth individuals, business leaders and owners, trusts and foundations to support income growth through philanthropy.

The role will collaborate with others in various teams to ensure external relations, digital marketing, communications and community engagement are aligned and working coherently together to meet MSIAP and MSIA fundraising targets.

## Key Responsibilities

### Strategy and Planning

- Initially this role will work closely with the EO and MD to formulate a new three year strategy.
- Work with the senior management teams and Senior Manager Fundraising and Communication on the development and implementation of fundraising strategies.
- Deliver strategies and operational plans for high-value donor segments to grow the number of donors and value of future pledges.
- Provide strategic input into planning and budgeting processes in order to achieve projected targets.
- Evaluate philanthropic fundraising outcomes, and contribute to reviewing the fundraising strategy and budget as needed over time.

### Implementation, relationship management and partner engagement

- Cultivate prospects and develop new relationships with high-value donors and bequest prospects, connecting their passions with opportunities to support MSI.
- Manage and develop existing relationships with philanthropic trusts and foundations, HNWIs and bequestors.
- Lead high-value relationship management and revenue growth from major donors and bequests.
- Identify and leverage opportunities for collaboration across the organisation that contribute to the identification, cultivation and stewardship of major gift donors and bequest prospects.
- Identify funding opportunities and gather information from key stakeholders to develop funding submissions, and create persuasive proposals, reports and communications (with various teams as needed)
- Attend philanthropy networking events and meetings to maximise funding opportunities and experiences for philanthropic partners.
- Work with the wider Fundraising and Communications team to design and continuously improve the donor experience and journey.
- Develop strategic partnerships with organisations, individuals and companies to enhance MSI's visibility and profile amongst existing and potential donors across Australia and the region.

### Administration

- Capture and record accurate, high-quality donor data in the customer relationship management (CRM) database. This includes updating the CRM with any new donor information, accordingly.
- Process donor enquiries and requests for information from legacy/bequest donors, HNWIs, Trusts, Foundations and others who fall within your remit.
- Track progress of activities, reporting to the MSIAP Senior Manager – Fundraising and Communications (and the MSIAP Executive Officer / MSIA Managing Director/ MSIAP Board where required).

## Competencies

### Communication

- A confident communicator who is able to negotiate with diplomacy and build relationships at multiple levels, including with business and community leaders, senior executives, influential donors.

### Strategic Vision

- An analytical thinker who has the ability to see the bigger picture, identify opportunities and tailor strategic plans and adjust goals when circumstances change.

### Results Driven

- A solution-focused individual who thinks 'outside the box' and can diplomatically challenge the status quo whilst maintaining harmony.

### Entrepreneurial and Resourceful

- A self-starter and creative risk taker who is able to act decisively when unexpected events present opportunities for advancing MSI's global mission.

## Skills and Experience

### Qualifications

- Tertiary qualifications in a relevant discipline such as marketing, communications, commerce etc or demonstrated transferable skills in a similar role.

### Experience

- Demonstrated record of success and networks in philanthropy fundraising in Australia/Asia Pacific, including donor prospecting/researching, cultivating, stewarding of gifts (\$100k+ in value)
- Strong understanding of fundraising principles, philanthropy and motivations for giving,
- Significant experience working in the philanthropic, NFP, CSR or similar sector,
- Extensive experience across fundraising revenue streams and track record of securing high-value gifts
- Excellent project management experience with the ability to manage multiple and complex activities at any given time
- Significant experience managing, communicating with and influencing a variety of donors and stakeholders

### Skills

- Highly developed, engaging and professional written and verbal communication skills across diverse stakeholders, and ability to organise and present information in a compelling and succinct manner.
- Strong relationship-building skills, based on excellent interpersonal communication and negotiation
- Great attention to detail,
- Strong analytical skills with the ability to interpret complex information quickly, respond flexibly to change, and revise plans when outcomes are not being achieved.
- Ability to work strategically, independently and pro-actively while also managing your own time well, keeping others informed of progress, and meeting deadlines.
- The ability to provide guidance and advice to others about a fundraising culture and fundraising relationship management principles.

## Personal Attributes

### Attributes

- Passion and enthusiasm for choice in reproductive health
- Highly motivated, sound judgement and an eagerness to deliver
- Flexible attitude and team player
- Pro-MSI philosophy of social enterprise and reproductive rights
- Pro-choice with alignment with MSI values and goals.

## MSI Behaviours

### Work as One MSI

- You contribute, use, and share accurate data and evidence to improve understanding, insight and decision-making across MSI, enabling us to maximise our ability to influence others.
- You share relevant knowledge, expertise and resources to strengthen teamwork and prevent duplication of effort.
- You actively work as part of a team, providing support and flexibility to colleagues, demonstrating fairness, understanding and respect for all people and cultures.

### Show courage, authenticity and integrity

- You hold yourself accountable for the decisions you make and the behaviours you demonstrate.
- You are courageous in challenging others and taking appropriately managed risks.

### Develop and grow

- You seek feedback to enable greater self-awareness and provide the same to others in a way which inspires them to be even more effective.
- You manage your career development including keeping your knowledge and skills up to date.

### Deliver excellence, always

- You strive to consistently meet and exceed expectations, putting clients at the centre of everything, and implement smarter, more efficient ways of performing your role.
- You build and maintain effective long-term working relationships with all stakeholders, and are a true MSI ambassador.

### Leadership (For Leaders only)

- You inspire individuals and teams, through situational leadership, providing clear direction.
- You seek and provide opportunities which motivate team members, helping to develop skills and potential whilst strengthening our talent and succession pipeline.
- You are aware of emerging developments in our sector, demonstrating strategic insight about our clients and business and encourage this in your team.
- You articulate a vision of the future which inspires and excites others.

## MSI Values

- **Mission driven:** With unwavering commitment, we exist to empower women and men to have children by choice, not chance
- **Client centred:** We are passionate about our clients and dedicate our efforts to delivering agreed objectives to the highest possible quality
- **Accountable:** We are accountable for our actions and take responsibility for everything we do to ensure long-term sustainability and increased impact
- **Courageous:** We recruit and nurture talented, passionate and brave people who have the courage to push boundaries, make tough decisions and challenge others in line with our mission.

*MSIAP is a child-safe organisation and has zero tolerance for sexual exploitation abuse and harassment. All successful applicants will be required to abide by our Child Safeguarding Code of Conduct and our Global Code of Conduct in addition to undergoing a police check prior to commencement.*

**Position enquiries:**

For further information regarding this position, please contact: [recruitment@msiaustralia.org.au](mailto:recruitment@msiaustralia.org.au)

**Application Support:**

Person and community centred healthcare involves cultural safety, a diverse workforce and multidisciplinary skills. We welcome applications from Aboriginal and Torres Strait Islander people, people of migrant and refugee backgrounds, people with disability and LGBTIQ+ people. Should you require any support with this application, please contact: [recruitment@msiaustralia.org.au](mailto:recruitment@msiaustralia.org.au)