



<b>Position Title:</b>	Philanthropy Specialist
<b>Reporting to:</b>	Philanthropy Lead
<b>Team/Department:</b>	Philanthropy
<b>Location:</b>	Based in Adelaide, Brisbane, Melbourne or Sydney Action Centre. The role will involve interstate travel
<b>Hours:</b>	75 hours per fortnight
<b>Grade:</b>	Level 7
<b>Effective Date:</b>	18 March 2019
<b>Position Overview:</b>	<p>Play a key role in the Philanthropy Team for the world's leading human rights charity and work towards meeting our bold vision. The role will develop relationships with high-value donors and prospects and represent the work of Amnesty International.</p> <p>This role is responsible for: creating and implementing major donor fundraising strategies, for cultivating and stewardship of high net worth individuals, achieving agreed annual income targets, managing major donor fundraising events and for creating targeted fundraising materials and products. Major gifts include those from trusts and foundations, as well as support from corporate entities including corporate affiliations and payroll giving.</p> <p>With the team, this position has responsibility for planning, developing and implementing annual, as well as long-term strategies, including determining detailed budget and income targets, to support the work of Amnesty International Australia (AI Australia) as well as the global movement.</p>
<b>Main Responsibilities:</b>	<ul style="list-style-type: none"><li>• Research, identify, cultivate and steward new prospects and existing donors</li><li>• Represent Amnesty's work to existing and prospective supporters who have different campaign or country interests, and convert this into financial support</li><li>• Plan and execute a rolling program of strategic major donor events, meetings and other regular face to face engagement with donors and prospects</li><li>• Maintain a comprehensive relational database on high value donors, including gift recording and acknowledgments, and ensuring all gifts are compliant with Australian tax law</li><li>• Ensure data quality and hygiene</li><li>• Work with internal stakeholders to coordinate and develop major gift opportunities in line with the organisation's strategic plans, including ensuring appropriate reporting and tracking to donors</li></ul>



- Support other Philanthropy Team as required, including working with the other teams of AI Australia and the International Secretariat to help secure financial gifts and other support
- Seek opportunities for AI Australia's National Director, 2020 Council and Board as part of major donor prospecting
- Producing and delivering communications as relevant to the role, using a range of channels and technologies
- Performing the role to a high standard within agreed timelines, and in line with Amnesty International Australia's (AI Australia's) vision
- Other tasks within your skills and competence as required.

**Essential Qualifications, Skills and Experience:**

- Demonstrated track record of identifying, developing and securing high value gifts from major donors - ability to close the deal
- High level communication & interpersonal skills - EI - (written, face to face, telephone, social media)
- Proven ability and track record of inspiring philanthropists to donate large gifts, and in managing high-level relationships
- A results-oriented attitude, with demonstrated experience in developing a gift plan and achieving targets
- Excellent communication, interpersonal and presentation skills, including high quality writing abilities in developing proposals and other material
- Excellent multi-tasking, planning and organisational skills
- Demonstrated creativity and initiative, as well as the ability to work under pressure
- Strong analytical skills and working knowledge of databases
- A professional and resourceful style with the ability to work independently and as a team player
- Experience working with senior management, non-profit boards, external agencies and other key stakeholders
- Familiarity with human rights issues and social change methods and tactics, including experience of mass mobilisation, activism and organising techniques
- Demonstrated experience in or commitment to working with rights holders

**Desirable Qualifications, Skills and Experience:**

- Experience in a similar role in a not-for-profit organisation in Australia
- Relevant higher education degree
- Demonstrated commitment to human rights and/or international issues

**Key Relationships**

- Staff
- National Director
- Impact Manager
- Supporter Engagement
- Movement
- Board Supporters
- 2020 Council
- Prospects
- Large donors
- External industry groups



- individuals with capacity to give

**How we work:**

In meeting the responsibilities set out in this Position Description, all AI Australia staff are expected to:

- Facilitate, empower and enable the active participation of rights holders
- Be a positive advocate for Amnesty and our work, demonstrating our values of Empowerment, Integrity, Persistence and Courage
- Demonstrate emotional intelligence and a commitment to excellence in your interactions with colleagues, supporters, stakeholders and members of the public
- Always act in the interest of members and supporters
- Work with and empower volunteers, activists and members
- Implement the principles of Equal Employment Opportunity and actively contribute to growing a more diverse and inclusive Amnesty
- Understand your Work Health and Safety (WHS) responsibilities and ensure the health, safety and wellbeing of yourself and others at work
- Contribute to the quality and hygiene of organisational data and protect privacy
- Produce and deliver communications that are relevant to the role, using a variety of communications channels and technologies
- Develop understanding of human rights issues and social change methods and tactics, including experience of mass mobilisation, activism, organising, fundraising and campaigning techniques

## About Amnesty International Australia

We are an independent, global movement that campaigns courageously for human rights for everyone.

We're ordinary people from all walks of life, using our passion and commitment to bring torturers to justice, change oppressive laws and free people imprisoned just for voicing their opinion.

We're independent of any government, political ideology, economic interest or religion to ensure we can speak out on human rights abuses wherever they occur.

We stand for equality, justice, freedom, and human dignity and uphold these values:

- **Empowerment** – we build people power
- **Persistence** – we are resolute in pursuit of our goals
- **Integrity** – we hold ourselves to the highest standards
- **Courage** – we are fearless in upholding human rights

Every day we move closer to a world where human rights are enjoyed by all.



**Acceptance**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

