

## Philanthropy Advisor

### Role Purpose

Reporting to the Head of Philanthropy, the Philanthropy Advisor supports the broader Philanthropy & Partnerships team in the day-to-day coordination and administration of a variety fundraising tasks including prospect research, qualifying opportunities and the end-to-end proposal submission process including timely acquittals to help meet the fundraising objectives of Teach For Australia in line with its strategic plan. In this role, the Philanthropy Advisor will function as the Primary Relationship Lead for a number of allocated partners and donors.

In addition, the role will provide support and advice to the team to ensure systems and processes are effective in driving greater efficiencies, compliance is adhered to and to ensure accurate information is provided to donors.

### Qualifications and Experience

#### Essential

- At least 5 years of relevant professional fundraising work experience within the not-for-profit sector.
- Bachelor's level degree in a related field or commensurate work experience.
- Ability to conduct prospect research and management of the end-to-end grant proposal process.
- Highly organised, with exceptional planning and time management skills to achieve objectives or complete projects.
- Ability to work autonomously and as part of a team, prioritise requests, manage competing demands, and set work priorities to meet deadlines.
- Exceptional written and verbal communication skills and attention to detail.
- Excellent interpersonal communication skills with the ability to develop and maintain constructive relationships with both internal staff and our highly valued partners, donors, and stakeholders.
- Demonstrated experience in grant writing and acquittals.

#### Desirable

- Existing relationships with philanthropic funders.
- Understanding of the secondary and tertiary education sectors.
- Proficient skill level in use of Microsoft Office suite and CRMs (preferably Salesforce).

#### Skills, Attributes and Knowledge Required

- Passion for TFA's vision, with a strong fit with our core values.
- Highly organised, with exceptional planning and time management skills to achieve objectives or complete projects.
- Exceptional written and verbal communication skills and attention to detail.
  - Initiative and drive to improve ways of working and processes.
- Ability to work under high pressure situations and changing priority environments.
- Ability to set clear goals and monitor personal progress against them.
- Capable of having open, honest, and respectful dialogue with others.
- Demonstrated experience and success applying for and acquitting philanthropic grants either with Trusts and Foundations or Corporates.
- Ability to develop strong internal and external stakeholder relationships to demonstrate the need for funding externally, and the needs of philanthropy internally.
- Confident in acting as Primary Relationship Lead for a group of allocated partners.
- Strong organisational skills, attention to detail and the ability to meet multiple, competing deadlines.

## **Key Accountabilities**

### **Grant Submissions and Donor Relations**

- Monitor and manage an aligned donor and grant pipeline to support the work of Teach For Australia.
- Raise additional revenue through dedicated and strategic grant submissions and through donor engagement.
- Contribute to the development and implementation of plans/initiatives to increase philanthropic revenue.
- Conduct regular prospect research and manage opportunities accordingly to align with Teach For Australia's mission.
- Support the Philanthropy & Partnership in developing new relationships with funders and philanthropists.
- Prepare, present, and submit personalised proposals for major donors and philanthropic foundations in consultation with the Head of Philanthropy.
- Manage an allocated group of professional relationships with funders and external stakeholders.
- Assist in the development and delivery of donor events, campaigns and other activities as required.
- Support the Head of Philanthropy on key salesforce requirements ensuring donor records and philanthropic financial information is accurate and up to date.

### **Stories of Impact**

- Oversight and management of monthly pipeline reporting and present key updates at team meetings.
- Work with the Head of Philanthropy and internal stakeholders to develop personalised reports, impact stories, and updates for major donors and philanthropic partners, demonstrating the tangible outcomes of their support.
- Track and manage the acquittal process to ensure timely submissions.

### **Internal Team Engagement**

- Work closely with key internal staff including finance, program managers, monitoring and evaluation, marketing, and recruitment so as to present well considered and accurate communications to donors and external stakeholders.
- Flexibility in work undertaken in order to assist colleagues in the GPM team and the broader organisation.

## **Reconciliation and DEIB (Diversity, Equity, Inclusion, and Belonging)**

- Demonstrate openness, curiosity, and respect towards TFA's commitment to Reconciliation, Diversity, Belonging and Inclusion in a way that aligns to your personal learning journey in a professional setting. This may include, but is not limited to; joining internal committees, engaging in professional learning sessions, supporting members of your team in their learnings, leaning into work in this space outside the scope of your role, supporting your Functional area to drive strategic Reconciliation/DEIB initiatives etc.