

JOB DESCRIPTION

Role Title:	Director Philanthropy & Partnerships	Financial Accountability:	\$3-4million (revenue)
Function:	Philanthropy	People Management:	3+ first level (direct) 1+ second level (indirect)
Reports To:	CEO		

Role Purpose

The Director Philanthropy & Partnerships is a newly created and elevated Executive-level role, responsible for a comprehensive philanthropy program which will further increase private revenue streams to Teach For Australia. Diversifying revenue through significantly increasing philanthropy is critical to Teach For Australia's vision to give every child, regardless of background, greater choice for their future.

The Director is responsible for articulating a strategic vision for Philanthropy and leveraging the current team in developing and stewarding TFA's philanthropic approach. Key capabilities include strategy, execution, best practice relationship management and donor stewardship. Together with the CEO and Executive, the Director of Philanthropy and Partnerships cultivates a partnership-oriented culture across internal teams and in our external relationships with stakeholders.

The role is responsible for the achievement of ambitious but achievable financial outcomes and targets. The role will consolidate current fundraising programs across individual, trust and foundation, and corporate portfolios. It will lead and build a high performing team and will work closely with our CEO, Board, Executives and existing and future champions to realise the relational and financial goals of the Philanthropy and Partnerships functions.

As a member of Teach For Australia's Executive Team, the Director of Philanthropy and Partnerships is a senior leader in our organization. Our Executive Team is accountable first and foremost to the vision and mission of Teach For Australia. Key responsibilities include leading and decision-making across a growing business to achieve our strategy and own our results, for living by example and stewarding our culture and values, for developing and empowering our people to problem solve within and across teams, and for confidently representing Teach For Australia externally.

Qualifications and Experience

Essential

- Genuine commitment to improving educational excellence and equity in Australia.
- Bachelor's Degree or equivalent professional qualification
- Minimum 10 years' relevant work experience, including a substantial track record in planning and implementing successful campaigns for high-net-worth, business development, or sales programs.
- Demonstrated success in all aspects of fundraising, with an emphasis on major and individual gifts, and a familiarity with foundation relations and corporate fundraising.
- Experience in collaborating with other functions such as Brand and Marketing, Programs, and/or Government Relations, to position an organisation for increased fundraising opportunities.
- Demonstrated experience at executive level and working with executive teams and boards to enrol their participation in driving culture change.

Desirable

- Experience in an education environment will be highly regarded
- Organisational transformation and change management experience
- Marketing expertise
- Salesforce

Skills, Attributes and Knowledge

Essential

- Big picture thinker; visionary and strategic
- Emotional intelligence; displaying diplomacy and self-awareness.
- Superior stakeholder management: highly developed interpersonal and communication skills including the ability to consult, negotiate and liaise effectively with a diverse range of people and write, present and deliver information effectively to a variety of audiences.
- Superior leadership; strong values, flexible and adaptive, inspires voluntary effort
- Financially literate
- Strong written and verbal communication skills
- Excellent upwards management and influencing skills
- Comfortable leading and driving a team and an organisational mission.
- Can build an understanding of philanthropy with both internal and external constituencies.
- Advanced understanding of the Australian and global philanthropic sector

Primary Accountabilities

Strategic Philanthropy

Overarching

- **Provide vision and leadership** for the TFA's fundraising strategy and implementation.
- **Develop and deliver Teach for Australia's fundraising strategy** in alignment with the organisation's existing overarching growth strategy.
- Working with the CEO, Board, and Executive, develop an **appropriate revenue mix** across philanthropic and other fundraising income streams to ensure short, medium and long-term income.
- Oversee the sustainability and **growth of the donor base** through direct engagement and cultivation, creative new campaigns, appropriate leverage of TFA's alumni base, and other initiatives.
- Cultivate and steward **relationships** with a wide variety of constituencies including current and potential donors, foundations and corporations, community and other potential partners.
- Oversee high quality and compelling **pitches, applications, and publications** to support fundraising activities.
- Maintain and enhance **fundraising operations and systems** as needed; set and track metrics to ensure that securing funds is on pace with goals; make adjustments based on metrics and return on investment.
- Oversee the **fundraising database** and use **data and insights** to develop existing and new fundraising products and initiatives.
- Work collaboratively to ensure clarity and consistency in the development and use of **messaging and storytelling** in order to provide a cohesive TFA narrative to investors and other audiences.
- Ensure any curated **events** are appropriately scoped and delivered in line with our brand and high standards.

Major Donors and Bequests

- Plan and grow a major gifts program to increase giving from high-net-worth individuals.
- Develop if appropriate a bequest program to support medium and long-term funding requirements.



- Research, identify, and cultivate relationships with new individual major donors.
- Generate the propositions and other materials and experiences required to secure high level donations and meet targets for growth from this revenue stream.

Trusts and Foundations

- Leverage your knowledge of the Australian philanthropic community and TFA's current and past relationships to enable success with trusts and foundations through solicited and open grant processes.
- Research, identify, and generate the materials required to secure/maintain significant grants to support specific TFA campaigns, projects and organisational needs.

Corporate and Other Partnerships

- Identify, develop, deliver, and steward corporate partnerships to secure medium to long-term funding or in-kind agreements to support TFA's objectives of impact, brand, champions, program operations and enabling functions, and to deliver mutual benefit to our key partners (e.g. brand lift, employee engagement, etc)..
- Lead at the Executive level the coordination of partnership activity in service of these objectives and to ensure the account management is appropriately stewarded to protect our brand as we engage in this cross-functional work.
- Use commercial acumen and stakeholder relationship skills to support other internal teams as they build mutually beneficial partnerships with other organisations, including non-profits.
- Maintain a clear picture/roster of TFA partnership activity across the organisation so that we can monitor relationship health, assess partnership value, and celebrate publicly the good work we do to further advance our brand and impact.

Strategic Leadership

- **As an Executive:** play an active role in whole of organisation strategy discussion and development and decisions, annual planning and goal setting. Play a critical role in a newly created Executive team to lead and inspire the organisation more broadly, promoting high performance and best use of self. Support the transformation and growth of the organisation into and through its second decade.
- **Clear strategy and effective execution:** Articulate a clear strategy for the next phase of Teach For Australia's philanthropy efforts. Provide leadership and direction for all TFA's fundraising and philanthropic activity, ensuring participation as required of executive colleagues and staff, to realise the strategy and achieve targets.
- **Culture of philanthropy across the organisation:** Promote understanding of fundraising from philanthropic sources across the entire organisation such that this continues to be a priority organisational activity. Lead by example to embed an organisational culture that understands and values fundraising and philanthropy. Provide leadership and direction for all TFA's fundraising and philanthropic activity, ensuring participation as required of executive colleagues and staff.
- **Board engagement:** Inspire and engage TFA's Board to enable them to play an active (but personalised) role on the delivery of the fundraising strategy. Manage Board cultivation strategies to increase the donor cultivation participation of the leadership.
- **Cultivate and steward TFA champions:** In collaboration with the Director of Government Relations, develop the strategy for, and oversee the engagement and management of Ambassadors and other influential volunteers, for prospect cultivation, lobbying, and recognition.

Team Management

- Provide direction and support to the team to ensure professional development and expansion of roles
- Supervise the team to its greatest potential and ensure high productivity and efficiency of Philanthropy and Partnerships operations, including the appropriate allocation of portfolios for prospecting and relationship management.
- Ensure all staff have and understand their job descriptions and have achievable and realistic development plans in place.



Performance monitoring and reporting

- Preparation of regular progress updates to the CEO, Executive and Board against the strategy overall, efficacy of fundraising activities and campaigns, pipeline and income targets.
- Oversee the maintenance and development of donor and customer relations management systems (Salesforce) to support fundraising activities, including supporter database segmentation and management.
- Ensure all donor reporting and acquittals are of the highest standard and completed before deadline.



Our Values

Serve the Students

Everyone at TFA works in service of our vision for children and young people: an Australia where education gives every child, regardless of background, greater choice for their future. Our partnerships – with teachers and leaders in schools and across communities, organisations and systems – is in service of making their future fairer and brighter.

Have High Expectations

Having high expectations – for ourselves, of others, and of what should be possible for students – is essential. The students we serve deserve no less. This does not mean setting unrealistic expectations that cannot be met, however this does mean having a sense of possibility and being motivated by a bold ambition.

Make It Happen

To best serve students and their futures, we know there is a lot of work to be done. Not all of it will be straightforward. We act with deliberate intent. 'Hope is not a strategy'; we use data, creativity and the wisdom of experience to plan then execute. Our work is a marathon not a sprint, so we pace ourselves, working hard and smart.

Get There Together

We have a big vision and mission. We can't – and won't – achieve it on our own. Authentic, mutually reciprocal relationships come first. We know that relationships – with students, colleagues, the TFA community, and countless others involved in this work – underpin everything else. Through trusting relationships, we can harness the power of collaboration and foster a collective sense of belonging.

Celebrate Along the Way

We find joy and possibility in the big vision of what could be. We celebrate the strength and uniqueness of every student, and those who work in service of them. To sustain ourselves, we strive to laugh often and celebrate the small wins along the way. We believe in acknowledging contributions, recognising how far we have come by leveraging our strengths, and working with gratitude, humour and a bit of fun to keep us motivated for the journey ahead.

Approvals

People Manager: Melodie Potts Rosevear CEO

Head of Function: n/a

People & Culture: Amalia di Mauro

Next review date: 1 November 2022

Date: 1 November 2021

Date: n/a

Date: 1 November 2021

