



Position Description

POSITION TITLE:	Philanthropy Manager
LOCATION:	SAHMRI, North Terrace
REPORTS TO:	Head of Philanthropy and Engagement
DEPARTMENT:	Philanthropy and Engagement

PURPOSE AND SCOPE OF THE POSITION

The Philanthropy Manager is responsible for building and sustaining a strong pipeline of philanthropic support for SAHMRI by identifying, engaging and stewarding mid- to high-value donors. The role develops tailored engagement strategies to attract new supporters, deepen relationships with existing donors and convert prospects into long-term, philanthropic partners.

Working closely with senior leadership, researchers, volunteers and committees, the position represents SAHMRI to the community and donor audiences through personalised engagement activities, events, presentations and site visits. A strong focus is placed on donor experience, recognition and communication, ensuring supporters are informed, valued and involved in SAHMRI's work in a strategic and compliant manner.

KEY RESPONSIBILITIES

The specific duties include:

- Lead the acquisition, stewardship and growth of mid- to high-value philanthropic support from individuals, and trusts and foundations to meet SAHMRI's strategic fundraising objectives
- Build and maintain strong, trusted relationships with donors, prospects and key internal stakeholders to develop sustainable, multi-year philanthropic partnerships
- Design and deliver tailored donor engagement and recognition strategies that enhance the supporter experience and strengthen long-term commitment to SAHMRI
- Collaborate with executive leaders, researchers and internal teams to develop compelling cases for support, engagement opportunities and philanthropic proposals.
- Manage donor portfolios, data integrity, reporting and compliance to ensure effective use of resources, informed decision-making and adherence to fundraising, governance and legislative requirements.
- Participate in special projects to continuously improve processes, tools, systems and organisation.
- Take reasonable care to protect own health, safety and welfare at work and avoid affecting the health and safety of any other person at work.
- Participate in the implementation of the Institute's Work, Health and Safety Management System and related laws, regulations and guidelines.
- Ensure that duties are performed in keeping with the principles outlined in SAHMRI's Vision, Mission and Values and the Code of Conduct Policy.



SPECIAL REQUIREMENTS

- Some out of hours work may be required.



Person Specification

QUALIFICATIONS

- Tertiary qualification, relevant qualification or gained experience in an equivalent role

EXPERIENCE, KNOWLEDGE AND SKILLS

- Proven experience in fundraising or supporter engagement with income growth outcomes
- Demonstrated capacity to lead design, implement and evaluate a strategic plan for philanthropy and engagement
- Proven track record of securing significant philanthropic gifts from individuals and organisations in a not-for-profit setting
- Strong relationship management skills across diverse groups including donors and community partners
- Ability to lead and manage projects independently and in teams to meet demanding timelines and expectations
- Excellent written and verbal communication skills
- Experience using CRM systems (Salesforce desirable) and data to track activity and performance
- Possess the ability to identify philanthropic opportunities and develop them into potential support
- Excellent attention to detail and an understanding of the importance of engaging and recognising supporters in an appropriate manner
- Support SAHMRI's commitment to reconciliation and acknowledge the importance of working in partnership with Aboriginal and Torres Strait Islander People
- Able to demonstrate the following SAHMRI Values and Culture:
 - **Innovation** – Bold, Driven, Dynamic
 - **Excellence** – Persistent and Focused
 - **Courage** – Collaborative and Enabling
 - **Integrity** – Embrace Diversity, Demand Equity
 - **Teamwork** – Friendly, Fast, Flexible, Fun

LICENCES

- Current Driver's Licence