



Environmental Defenders Office

Environmental Defenders Office Senior Philanthropy Specialist

Location: Open to candidates Australia wide.

Seniority: 10+ years experience in similar roles

Salary: Circa \$100k (pro-rata 0.6FTE)– commensurate with experience.

3 days a week Aboriginal and Torres Strait Islander candidates are encouraged to apply.

The opportunity:

To be the driving force behind EDO's Philanthropy Program through your expert proposal and grant writing skills for some of the most incredible environmental legal projects in Australia. EDO is a community legal centre specialising in public interest environmental law and policy. Our mission is to help the community protect the environment through the law.

We have entered an exciting period of growth and are expanding our Fundraising, Marketing and Communications function. You will work closely with the Head of Philanthropy to execute an exciting program of attracting new trusts and foundations giving over \$25,000 to our ground breaking work.

See our website <http://www.edo.org.au> for more information on our exciting, cutting-edge legal work.

Note regarding working arrangements: Some EDO offices are currently closed due to the COVID-19 pandemic. Depending on location, the successful candidate will be able to start the job working from home with their own IT equipment and Internet connection. Longer-term working arrangements will be discussed at the interview stage.

Candidate profile:

We're looking for a strategic thinker, where developing the right case for support is like their second nature and who can deliver effective results for a team with an ambitious budget. You will need to be enthusiastic, flexible and have the maturity to work autonomously and will most likely be working on multiple competing projects at once.

At a personal level you will have a good work ethic, resilience, tenacity and compassion. You will also be comfortable collaborating.

Key Selection Criteria:

- Demonstrated experience in writing successful proposals to solicit gifts from each of the following 1) Individuals, 2) Funding Networks and 3) Trusts and Foundations;
- Expert knowledge of writing powerful letters to Major Donors and developing the right case for support for the right target audience;
- Managing the pitching and timing aspects of the Major Donor pipeline and associated research to inform this process;
- Proactive investigation of potential major donors to approach and new major donors to onboard;

Location: Australia-wide on the proviso that remote working arrangements are satisfactorily in place.

Hours: Part time 3 days (22.5 hours) per week.

Contract and Salary: This position is a permanent role. This position is covered by the SCHADS Award. Remuneration is circa \$60k based on experience.

If you are interested in joining the EDO team, please contact us. EDO provides an inspiring and flexible workplace to get the best out of our staff.

How to Apply:

Applications should be submitted via email to recruitment@edo.org.au with 'Application for position of Senior Philanthropy Specialist' in the subject line.

Applications must include a CV and a letter that clearly addresses each of the selection criteria. Applications which do not address the selection criteria will not be considered.

For further information contact Amber Sprunt, Head of Philanthropy via email at recruitment@edo.org.au. For specific questions about the role please contact Amber on 0437 388 895.

Applications close 9am, Thursday, Sept 24th.

Aboriginal and Torres Strait Islander identified people are encouraged to apply.

Duty Statement – Senior Philanthropy Specialist

Initial responsibilities may include:

- Investigating potential major donors to approach and new major donors to onboard;
- Managing the pitching and timing aspects of the existing MD pipeline and associated research to inform this process as well as managing the pipeline of \$25,000 p.a. plus donors;

- Assisting in the writing of other marketing materials, i.e. direct marketing appeals for major donors and major donor prospects and donor impact portfolios; and

Prepare grant reports for funders including the measurement and evaluation of impact to achieve invitations to continue and increase giving partnerships;

General:

All staff are expected to:

- Develop and maintain a good knowledge of the role and policies of EDO.
- Comply with EDO policies and practices, including WHS
- Represent EDO in a positive and effective manner
- Communicate with and respond to requests by clients and fellow staff in a knowledgeable, professional, constructive and polite manner
- Contribute actively and constructively to organisational activities and planning
- Seek opportunities for personal and professional development, particularly related to their specific areas of responsibility
- Provide accurate and timely data and reports on activities for reporting, compliance, fundraising and communications purposes