



# Environmental Defenders Office

## Senior Philanthropy Specialist – Position Description

**Job title:** Senior Philanthropy Specialist

**Reporting to:** Head of Philanthropy - Fundraising, Marketing and Communications Team

### Purpose of the position

The Senior Philanthropy Specialist is part of EDO's Philanthropy team within Fundraising, Marketing and Communications. Through philanthropy we raise sustainable income to support the unlimited potential of EDO. We connect donors with the power of the law, and together we meet the most urgent challenges of our time by defending nature, climate and communities.

Reporting to the Head of Philanthropy, this role contributes to meeting EDO's income targets through the development of proposals to trusts and foundations, and the management of major donor relationships.

To achieve this you will work closely with the philanthropy team, the CEO, Legal Team, Trust & Foundation Managers, Board members, and the broader Fundraising, Marketing & Communications team.

### Key responsibilities & duties

The duties of the Senior Philanthropy Specialist include but are not limited to:

- Writing proposals to solicit gifts from individuals, funding networks, trusts and foundations
- Stewarding donor relationships, bringing donors closer to our work and impact
- Writing powerful donor communications, cases for support and donor collateral
- Preparing reports for funders including the measurement and evaluation of EDO's impact

All staff have a responsibility to:

- Develop and maintain a good knowledge of EDO's role and policies
- Represent EDO in a positive and effective manner by actively demonstrating EDO Values.
- Attend, and contribute actively and constructively at staff meetings
- Maintain appropriate records, assist with office administration, such as files, computer and precedent systems
- Seek opportunities for personal and professional development, particularly related to the team and position's specific areas of responsibility
- Respond to requests by clients and fellow staff in a knowledgeable, professional, constructive and respectful manner
- Provide accurate and timely data and information for reporting, fundraising and communications purposes.

### Commitment to EDO's values

- Commitment
- We are committed to; a united organisation, to each other, to collaboration, to justice, to our communities and to creating a world where nature thrives.

- We are committed to providing excellent legal services and resources, informed by the best available science, in order to empower clients and communities.
  - We are committed to improving our planet and society.
  - We care for EDO's clients and stakeholders.
  - We are fearless in the face of adversity, and care for each other as we face this adversity.
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- Diversity
  - We are respectful of and welcome diversity of staff, volunteers, offices, environmental regions, communities, stakeholders.
  - We respect First Nations Peoples' knowledge and experience, and work with them to protect their country and culture.
  - We acknowledge that the law has not always been just.
  - We dedicate ourselves to understanding the diversity of our people and culture.
  - We welcome and respect our own differences and learn from them, and collaborate to achieve our greatest potential.
  - We are great lawyers and great people, with open hearts and open minds.
  - We respect the different places our stakeholders come from and strive to help them, even if their worldviews don't align completely with ours.
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- Integrity
  - We work effectively, efficiently, strategically, professionally and ethically; "justice is in our nature".
  - We are truthful with ourselves and others.
  - We are nonpartisan and inspire trust in our clients, stakeholders and government.
  - We respect the world's resources and make maximum productive use of the resources entrusted to us.
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- Vision
  - We lead change and environmental empowerment using innovation, creativity, and courage.
  - We expand the boundaries with creativity and skill, pioneering new legal pathways to a healthier, safer world and inspiring others.
  - We are inquisitive, curious and persistent: exploring new ideas and embracing change.
  - We boldly challenge the status quo while providing solutions to our most pressing challenges.

**PLEASE NOTE:**

EDO relies on our people to use their skills and experience to provide the best possible support to our clients and other staff. While this job description aims to outline the fundamental reason the role exists, the role may evolve as EDO evolves.

If you see a way to play to your strengths in a way that achieves EDO outcomes, please don't be limited to this list. We have important work to do and need everyone to be operating at their best.