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| **Position Description** **Philanthropy Advisor**  |
| **Job Title** | Philanthropy Advisor |
| **Reports to:** | Manager, Organisational Development and Governance |
| **Portfolio** | Culture, Operations, and Engagement | **Team** | Culture and Organisational Development |
| **Contract Type** | 12 month fixed term contract0.8-1 EFT (negotiable)Safe and Equal Level 6.1 – $56.15Annual Salary (pro rata): $ 110,957Salary sacrificing arrangements are offered within Australian Taxation Office guidelinesOffice Location: Carlton |
| **Primary Purpose of this Position** |
| Safe and Equal is the peak body for Victorian organisations that specialise in family and gender-based violence across the continuum, including primary prevention, early intervention, response and recovery. Our vision is a world where everyone is safe, respected and thriving, living free from family and gender-based violence. This role works closely with the Manager, Organisational Development and Governance, to increase the impact of Safe and Equal’s work, and diversify and increase the organisation’s income streams by leveraging existing philanthropic and private sector relationships and developing relationships with further strategic partners and funders.This role has a core focus on:* Expanding and deepening the peak’s engagement with strategic partners and funders
* Identifying and pursuing opportunities for the organisation to resource and progress innovative and agenda-setting programs of work in alignment with the Strategic Plan
* Delivering on the Family Violence Funders Network and Family Violence Philanthropy Collaboration Project
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| **Scope** |
| **Direct Reports** | **Indirect Reports** |
| *Nil.* | *Nil.* |
| **Key Relationships**All employees have responsibility for effectively managing relationships and working in a way that supports our culture and role models our organisational values. |
| **Internal** | **External** |
| Teams within Culture, Operations and Engagement portfolioTeams within Response, Policy and Evidence portfolioTeams within Prevention, Advocacy and Social Change portfolioCEO and executive team | Family Violence Funders NetworkSafe and Equalphilanthropic and corporate partnersSafe and Equal members – specialist family violence services Survivor advocate and client voice groups and networks Governments, academic researchers, other community sector organisations  |
| **Key Responsibilities** | **% of job** |
| Research, develop, and deliver an organisational strategic approach to philanthropy.This strategy will aim to maintain, strengthen, and expand philanthropic and private sector relationships in order to build opportunities for funding and income diversification for Safe and Equal and the sector. | 40% |
| Identify and progress funding, grants, and partnerships which align with the organisation’s strategic priorities. | 30% |
| Lead the Family Violence Funders Network and Family Violence Philanthropy Collaboration Project including delivery of meetings and events for the Funders Network, publishing of e-bulletins, and developing an end of project sector report.  | 20% |
| Manage grant applications, tenders, and contracts in line with the philanthropy strategy. | 10% |
| **Organisational Context** |
| **The way we work at Safe and Equal**All employees at Safe and Equal are expected to work in a way that supports the organisational values:* We are accountable, act ethically and have integrity.
* We are independent, expert and trusted.
* We are curious and courageous, we learn, and from this we create opportunities.
* We work with care, kindness and compassion.
* We create our own future.
* We strive for gender equity and a socially just world.

**Diversity and Inclusion**Safe and Equal is the peak body for specialist family violence services that provides support to victim survivors in Victoria. The interests of people experiencing, recovering from, or at risk of, family violence is at the heart of everything we do. Our vision is *a world beyond family and gender-based violence, where women, children and people from marginalised communities are safe, thriving, and respected*. We apply an intersectional feminist lens in our work to address family and gender-based violence and their intersections with other forms of violence, oppression and disadvantage.At Safe and Equal, we are committed to creating a diverse and inclusive organisation. We strongly encourage people from diverse backgrounds to apply to work with us, including Aboriginal and Torres Strait Islander people, people of colour and people from migrant and refuge communities, people of any age or gender, lesbian, gay, bisexual, trans and gender diverse, intersex and/or queer (LGBTIQA+) people, people with lived experience of family violence, and people with disability. We also consider applicants regardless of contact with the justice system and experiences of criminalisation, consistent with our legal requirement. If you have any support or access considerations that requires accommodation, we encourage you to let us know.We are an Equal Opportunity and affirmative action organisation/employer and do not tolerate any form of discrimination or harassment.We are aware that employees have different needs and responsibilities and recognise the importance of work and home life balance and prioritise flexible work practices. If you are interested in the role but feel you may not meet the full range of selection criteria, we encourage you to contact us to discuss your experience and application for this position. At Safe and Equal we celebrate and support difference and know that one size doesn’t fit all – we endeavour to be flexible, meet your needs, and support you at every stage of your contact with us.  |
| **Expectations of Staff** |
| **Strategic alignment**Proactively work in a way that directly supports Safe and Equal’s strategic objectives.**Workplace Health and Safety (WH&S)**Proactively work in a safe manner, adhering to all WH&S requirements and adding to a culture that is safe and inclusive by reporting all hazards, near misses and incidents through the organisations WH&S process**Manage risk**Actively manage risks by working within the organisation’s governance framework and complying with organisational policies, procedures and escalating when required.  |
| **The knowledge, skills, experience, qualifications and clearances required for this role are:** |
| **Essential** | 3-5 years' experience in philanthropy or related areas.Highly developed interpersonal skills, including presentation, influencing and negotiation skills, ability to listen and adapt to audience needs, and ability to lead and facilitate groups.Demonstrated skills in developing strategic goals into actionable projects, strategies, and implementation plans, including identifying and securing funding opportunities, overseeing implementation, delivery and reporting.Demonstrated relationship management skills, with the ability to build and maintain trusting, productive, long-term collaborative relationships and engaging multiple and diverse stakeholders.Demonstrated skills in business development, fundraising and/or grant writing in a not-for-profit context |
| **Desirable** | Existing philanthropic relationships and in-depth understanding of the philanthropic landscape in Victoria.Understanding of the family violence or other community sectors. |
| **Police Check** | A national police record check is required as part of the recruitment process. If you feel this could create a barrier for you, please contact us to discuss. A reported result on a police check will not necessarily prevent you being successful in this role. Results on a police check can be discussed and an assessment completed by Safe and Equal. |