

Major Gifts Manager

Looking for an opportunity to utilise your high-value income generation experience and relationship building skills to help the plight of the world's refugees?

- **Sydney CBD location**
- **Exciting newly created role to build the major donor program for one of the world's leading humanitarian aid agencies**
- **Full time permanent opportunity**

Outline & Purpose of Role:

Australia for UNHCR is an international aid agency that raises funds from Australian Donors to support the humanitarian operations of the UN Refugee Agency. Established in 2000 as part of a global fundraising network, it has now raised more than \$217 million from a broad network of individuals, community and corporate partners.

We are looking for a motivated, resourceful and experienced Major Gifts Manager, with a passion for the work we do, to work alongside an established Development Team, to raise our fundraising revenue through the development and implementation of a Major Gifts program, which identifies, cultivates and manages relationships with major donors and philanthropists.

Key Responsibilities:

- With the Development Manager, implement and evaluate a major gifts strategy to grow revenue sustainably.
- Manage a portfolio of major gift prospects, implementing moves management plans and inspire prospects to make sustainable and substantial philanthropic gifts.
- Make direct face to face solicitations and assist the Development Team with their solicitation.
- Provide portfolio development support, strategic counsel and assist with donor communications.
- Work closely with the Development Manager to develop and deliver tailored proposals to motivate donors to increase their support.
- Identify and cultivate Major Donor prospects and ensure they are stewarded and nurtured to optimise long-term value.
- Coordinate and deliver donor stewardship events as required
- Acknowledge major donors through public and private recognition.
- Track and report progress using specific metrics.
- Attend UNHCR's events as appropriate to represent the organisation.

The successful application will possess the following attributes:

Essential

- Minimum of three years' experience in relationship management and proven success with high-value income generation in not-for-profit or corporate.
- Confidence moving a donor along the donor journey, towards "making the ask" and the ability to complete a gift of \$50,000+
- Experience in segmentation and tailoring communications and contact accordingly.
- High level interpersonal skills, including the ability to influence, build and maintain relationships with diverse internal and external stakeholders.
- Proven communication, collaboration and negotiation skills.
- Excellent written and verbal communication skills.
- Ability to work to deadlines and prioritise effectively, with well-developed organisational and planning skills.
- Strong knowledge of direct and digital marketing
- Excellent creative thinking, analytical and problem-solving skills.
- Advanced computer skills, including Microsoft Office Suite.

Desirable

- Previous employment within charity or, not-for-profit sectors.
- Experience in database management, ideally Raisers Edge or similar platform.
- Demonstrated success in building brand awareness.
- Tertiary qualifications in marketing, communications/fundraising or relevant subject area.

If you are eager to use your experience to help the plight of the world's refugees, please send your resume together with a one-page cover letter outlining your skills and motivations, to hr@unrefugees.org.au (with subject line: Major Gifts Manager).

Please note we are unable to respond to recruitment agency enquiries. This is a permanent, full-time position. Applicants must be an Australian citizen/permanent resident or have a suitable visa that allows permanent full-time work in Australia, in order to apply for this position. A working-holiday visa is not appropriate.

Applications close March 3rd 2019.