



# Guide Dogs.

## Planned Giving Specialist

📍 Kew, Melbourne VIC

🏢 Fundraising (Community Services & Development)

🕒 Full time

### About Guide Dogs Victoria

Guide Dogs Victoria (GDV) is a leader in breaking down barriers that enable people, who have blindness or low vision to live life without limits. Guide Dogs Victoria recognises and responds to the diverse needs and choices of our Clients. With over 65 years of experience, we specialise in providing client directed high quality, inclusive services and supports We are one of Australia's most trusted charities and an employer of choice in the disability and aged care sectors.

We recognise and celebrate the diversity of our employees and volunteers and the benefits this brings to our organisation. Our people enjoy a work environment that free from all forms of discrimination and is welcoming place for all identities. Guide Dogs Victoria is a place where talent is recognised and innovation is encouraged.

### Planned Giving Specialist

Guide Dogs Victoria is seeking a talented and passionate Planned Giving Specialist in a full-time capacity, based at our Kew office. This role reports to the Planned

Giving Manager and the purpose of this position is to invite prospective and current donors to consider both their legacy and a planned gift to support the work of the organisation well into the future. The role works closely with the broader Fundraising Team and plays a crucial role in strengthening donor relations, cultivating prospective donors and stewarding existing donors, by moving donors toward major gifts and bequests.

**In this role you will be responsible to:**

- Build a pipeline of potential major donors and bequestors through innovative acquisition strategies and target donors identified from data analysis.
- Cultivate, steward and nurture relationships with prospective and existing donors.
- Advance donor understanding of our organisation and services and help them see the impact their gift could make for our Clients.
- Achieve KPIs set out by the Planned Giving Manager and have the ability and confidence to make 'the ask'.
- Prepare articulate and eloquent donor letters, correspondence, and proposals – for both bequests and major gift fundraising.
- Develop and implement engagement strategies and communication plans.
- Liaise with the Events Coordinator to organise bespoke experiences and events for major donors and bequestors which build supporters' understanding, engagement and financial support for the organisation.
- Ensure donor records are updated and clean, updating all interactions and correspondence.
- Provide bequest and major donor reports, with accurate pipeline projections, and records of gifts received.

**The successful candidate will have:**

- Bachelor's degree in a relevant field; advanced degree or professional certification in planned giving, estate planning, or related areas is preferred.
- Proven experience in planned giving, with a track record of successfully securing significant legacy and major philanthropic gifts.
- Strong knowledge of tax laws, estate planning, and financial instruments related to planned giving.
- Understand moves management and have advanced CRM acumen.
- Understand the fundraising funnel and the key steps of identification, cultivation, solicitation and stewardship.
- Excellent communication and presentation skills, with the ability to convey complex information in a clear and compelling manner.
- Ability to meet with donors out in the community when and where convenient on a weekly basis.

**Benefits that Guide Dogs offer:**

- A competitive remuneration package is available commensurate with skills and experience, which includes tax free salary packaging of up to \$18,550.
- 6 weeks paid parental leave.
- Support towards your professional development including paid study leave, educational assistance and an external mentoring program.
- Wellbeing program which includes an annual wellbeing calendar, discounted health insurance, employee assistance program, skin checks and annual flu vaccinations.
- Puppy cuddles and Guide Dogs around the office.
- Reward and Recognition program.

**Important:**

Guide Dogs Victoria is an equal opportunity employer committed to providing a work environment that embraces and values diversity, equity, inclusion and accessibility. We encourage Aboriginal and Torres Strait Islander people, people with low vision, blindness or other disability and all persons of all backgrounds to apply. Guide Dogs Victoria is committed to making workplace adjustments to support candidates through the recruitment and selection process and we encourage you to apply, if you are interested in the role.

**Mandatory Safety Screening Checks**

This role also requires the successful candidate to complete and receive a clear result for a NDIS Worker Screening Check, International Police Check (where required), and Working with Children Check.

**How to Apply:**

If you are interested in applying, please submit your resume and cover letter to [hr@guidedogsvictoria.com.au](mailto:hr@guidedogsvictoria.com.au). Only shortlisted candidates will be called directly.

Please also feel free to send through any questions you may have about the role to the above email address.