



Relationship Manager, Trusts and Foundations

We are creating a world where people live in harmony with nature. Join us. Because together, anything is possible.

- **Join one of the world's largest and most respected conservation organisations**
- **Workplace flexibility including monthly Rostered Day Off**
- **Full time, ongoing contract**
- **Based in Melbourne**

About the organisation

WWF-Australia is an award-winning and innovative organisation determined to do things differently. We use our superpowers to partner in delivering nature-positive solutions, empowering communities, and halting climate change - in Australia, the Asia-Pacific region, the Southern Hemisphere and globally. We are a values-driven organisation with a diverse global network of local organisations working in 100 countries. We work as a catalyst with communities, First Nations, governments, businesses, innovators, and philanthropists towards our global mission: to build a world where people live and prosper in harmony with nature.

Learn more about our 60-year history: <https://www.youtube.com/watch?v=5OluzruE9zE>

About the role

The role manages a portfolio of WWF-Australia's most high-profile and generous philanthropic trusts and foundations. As part of the Philanthropy and Development team, the role strengthens WWF's ability to achieve its strategic objectives by building a sustainable income stream through gifts and grants from trusts and foundations.

Key accountabilities (please refer to Person Description for full list)

- Manages relationships within an active portfolio of trust and foundation prospects and donors, including trustees, administrators, Private Ancillary Fund directors, family foundations and family offices.
- Writes clear, compelling and comprehensive proposals and grant applications (formal and informal) to secure funding from trusts and foundations.
- Acquires significant gifts and ensures that appropriate gift solicitations and stewardship activities occur on a regular and timely basis.

Skills, knowledge and experience (please refer to Person Description for full list)

- Demonstrated ability in writing and presenting engaging, comprehensive and compelling funding applications and proposals for external stakeholders.
- Excellent written and verbal communication and negotiation skills with demonstrated experience in generating income.
- Demonstrated experience in building and managing relationships with high-net-worth individuals or similar influential stakeholders.

Our Commitment to Diversity: WWF values diversity and is building a workforce that reflects the community we serve. WWF is an equal opportunity employer and Aboriginal & Torres Strait Islander peoples, people from culturally & linguistically diverse (CALD) backgrounds, sexuality and gender diverse (LGBTQIA+) community members, and people living with disabilities are encouraged to apply.

Our Commitment to Safeguarding: WWF-Australia is committed to acting with respect and upholding the human rights, welfare and dignity of all persons we employ, engage with or who are affected by our activities and work, with special regard for vulnerable individuals and children.

As part of your employment, you will be required to undergo background checks relevant to your position (e.g. Police Checks, Working with Children Checks, Reference Checks), abide by our safeguarding policies, and sign our Safeguarding Code of Conduct.

Applications

Applicants can apply via <https://discover.wwf.org.au/trustsandfoundations>. Only those applicants applying online via the eRecruitment System will be considered.

Please include the following two attachments: (1) a cover letter/statements against the selection criteria and (2) your resume (CV).

Note that applicants require current unlimited working rights in Australia to be eligible for this role.

Closing Date: 11:59PM, Sunday 26 May 2024