

Position Description

Philanthropy Officer

Ongoing, permanent position
Full time or part time, minimum 3 days
Sydney based (Gadigal Country)

1. The Justice and Equity Centre

The Justice and Equity Centre (formerly the Public Interest Advocacy Centre) is a leading social justice law and policy centre. We build a fairer, stronger society by helping to change laws, policies and practices that cause injustice and inequality.

Our work combines:

- legal advice and representation, specialising in test cases and strategic casework;
- research, analysis and policy development; and
- advocacy for systems change and public interest outcomes through media, communications, submissions and engagement with decision-makers.

We work across 5 focus areas: First Nations justice; reducing homelessness; disability rights; energy and water justice; and civil rights. You can learn more about us through our [Annual Reports](#).

2. Relationships and Fundraising

Our relationships and fundraising team works to attract and maintain funding, and develop relationships with supporters who share the JEC's commitment to improving laws, lives and society. Our work involves:

- Identifying funders with interests aligned to the JEC's purpose and projects. This includes philanthropists, charitable trusts and corporate organisations - both individual donors and partner organisations.
- Attracting and retaining funding for the JEC's work by:
 - establishing and managing engagement with funders;
 - telling compelling stories that demonstrate the impact of the JEC's work and inspire financial support;
 - maintaining a supporter database to manage funding and relationships information;
 - delivering funder governance requirements on time and to a high standard;
 - bringing people from all parts of the JEC's community together at events that engage us around our shared interests.

3. Position overview

The Philanthropy Officer reports to the Relationships Manager, and works closely with the Relationships Coordinator, Impact Manager, Chief Operating Officer and the JEC's strategic litigation and advocacy experts.

The JEC currently manages \$3.1 million in grants and major donations, comprising 27 trusts, foundations and major donors. The Philanthropy Officer will manage the administration of these funding streams, produce compelling grant applications, funding proposals and reports, and build trusting relationships with both funders and internal stakeholders.

The role will be supported by well-maintained funding and relationships data; a new CRM with ongoing training and support; and by experienced and highly collaborative colleagues.

4. Major accountabilities

- 4.1 Effective initiation and stewardship of relationships with the staff of philanthropic trusts and foundations, corporate supporters, sponsors and major donors.
- 4.2 Identifying new funding opportunities to advance the JEC's work by researching funding providers – government, philanthropic and corporate – who support activities aligned with the JEC's priorities.
- 4.3 Producing fit-for-purpose funding proposals and reports, including:
 - drafting and editing narrative;
 - facilitating input from JEC staff;
 - formulating the presentation of data and financial information;
 - formatting and design in line with the JEC's Style Guide and branding, as well as funders' requirements.
- 4.4 Ensuring applications, agreements and reports are submitted on time, meet funders' requirements and are filed in an organised, accessible way.
- 4.5 Maintaining and monitoring an up-to-date register of deadlines for funding applications, agreements and reports.
- 4.6 Tracking all correspondence and other direct communications with funders.
- 4.7 Contributing to the planning and delivery of successful supporter engagements, including an annual dinner and other social activities, as well as webinars and discussion forums.
- 4.8 Support the successful implementation of the JEC's Reconciliation Action Plan.

5. Knowledge, skills and experience

Essential

- 5.1 Excellent written and verbal communication skills, especially the ability to draft, edit and format compelling documents.
- 5.2 Strong strategic, critical and analytical thinking skills and proven ability to express concepts effectively for different audiences and contexts.
- 5.3 Ability to gather, interpret and synthesise information, and make sound judgements about relevance.
- 5.4 Outstanding organisational skills and attention to detail.

- 5.5 Demonstrated ability to manage competing demands and deliver high-quality grant applications and funding proposals to deadlines.
- 5.6 Experience in planning, scheduling and delivering governance requirements.
- 5.7 Ability to be adaptive and capable of pivoting when needed to meet the needs of the team.
- 5.8 Ability to build strong internal and external relationships and keep people engaged.
- 5.9 Experience maintaining databases that track a mixture of financial, relational, and technical information about supporters, both individuals and organisations.
- 5.10 A commitment to social justice including an understanding of the issues impacting upon people experiencing disadvantage, and motivation to pursue the JEC's objectives consistent with its [values](#).

Desirable

- 5.11 Proven experience writing grant applications that have successfully raised significant sums of money;
- 5.12 Experience in communications or fundraising operations, preferably in a not-for-profit or organisation related to law, policy or advocacy;
- 5.13 Familiarity with budgets and financial reports.

6. Conditions

We are an equal opportunity employer and are committed to promoting a diverse and inclusive workforce.

Annual salary range: \$103,564 to \$115,538 (pro rata where applicable) plus leave loading and superannuation.

We are a Public Benevolent Institution and are currently able to offer salary packaging options subject to our Salary Sacrifice Policy. Staff who take full advantage of salary packaging options can significantly increase their take-home pay.

Our Enterprise Agreement provides benefits including additional paid leave between Christmas and New Year and paid cultural and ceremonial leave. Please contact us for a copy of our Enterprise Agreement.

This is a permanent, full-time position, with part-time (minimum 3 days) considered for a suitable candidate.

We are committed to flexible working arrangements and provides opportunities for professional development and mentoring. Our workplace culture is collaborative, dynamic and committed to cultural safety.

7. Applications

There is no closing date for applications. We encourage you to contact us to discuss the role and submit an application as soon as possible.

Your application should be no longer than 6 pages in total. An application should comprise a cover letter, resume, and a statement outlining your suitability for the role with reference to the selection criteria (see 'Knowledge, skills and experience').

Applications should be sent by email to jobs@jec.org.au

Inquiries about the position should be addressed to:

Hilary Blackman

Relationships Manager

hblackman@jec.org.au

If you would like to discuss the recruitment process and any reasonable adjustments you may require, please contact jobs@jec.org.au