



Philanthropy Officer National Trust of Australia (NSW)

- **Location:** Sydney NSW
- **Job Type** Full-time
- **Hours:** 35 per week
- **Sectors :** Arts, Culture, Heritage
- **Reports to:** Head of Development

Overview

The National Trust of Australia (NSW) is a not-for-profit, community-based charity which has been in operation for more than 75 years. Our vision is to bring the heritage of New South Wales to life for future generations through advocating for the conservation and protection of our built, cultural and natural heritage.

Located at our office on Observatory Hill in Millers Point, Sydney, the Philanthropy Officer supports the fundraising function of the National Trust through:

- Delivery of fundraising programs including the Regular Giving, Appeal and Bequest programs.
- Coordination of donor services, including oversight of philanthropic gift processing and analysis and reporting related to donors, events and relationship development activities, as directed by the Head of Development.

This is a unique role which combines great communication, event management and relationship building skills, with the cool logic of data analysis.

About the Role - *What you'll be doing*

We are seeking an engaging and charismatic Officer to run the operational aspects of the fundraising Department, including membership acquisition.

Ideally, you'll have previous experience in working within a fundraising environment, can sell a value proposition, doesn't shy away from analysing data to get the best results possible and genuinely believes in the value of heritage.

This role will suit someone who has a solid understanding of what inspires others to donate to a cause and can demonstrate exceptional people skills.

About you - *Who we're looking for*

This is key position which drives our financial sustainability and we're looking for someone who can take on a challenge. To deliver this role successfully you'll need to have:

- Exceptional communication skills and an ability to build positive relationships with our members, donors and bequestors.
- Keen listening skills; someone who understands how to engage our members and take them on the giving journey
- An eye for detail, able to recognise trends and suggest approaches to attract new members
- Outstanding organisation and planning skills, as you'll be supporting the Head of Development in running Donor events and Member functions
- High levels of personal enthusiasm, commitment to and involvement in the work of the Trust, including engagement in occasional weekend and evening activities
- Understanding of the aims and ethos of the National Trust, in particular the ambition for developing the financial sustainability of the organisation through connection with our communities

Benefits for working at the National Trust include:

- Free parking at the workplace
- Free entry to our properties
- Salary Packaging

This is a big job and we're looking for someone who not only brings enthusiasm and passion to the role, but who believes in what we stand for. We offer a flexible work environment and value the highest levels of professionalism. If you are looking to work in a dynamic role with lots of people contact, this is the role for you.

You must be **fully vaccinated** and have the **right to live and work** in Australia to apply for this job.

For a full position description or any enquiries call: 02 9258 0159 or email hr@nationaltrust.com.au

To apply, submit your CV together with a covering letter addressing the key accountabilities to: hr@nationaltrust.com.au

Applications close 6 May 2024