

## Next25 – Philanthropy Manager

### POSITION DESCRIPTION

Title: Philanthropy Manager

Basis: Part-time

Employer: Next25

Location: Sydney (flexible)

Reports to: CEO

Direct Reports: N/A

### Role

**A rare opportunity to build a culture of philanthropy in a dynamic and growing non-profit, non-partisan organisation dedicated to a flourishing Australian future.**

Next25 is seeking a Philanthropy Manager to boost our philanthropic success as we evolve in our second decade. This role provides a platform for an experienced and energetic professional to bring their own unique style to lead and implement our philanthropy strategy.

Reporting to the CEO, you will work closely with the Board of Directors and team to manage all aspects of philanthropic giving at Next25. You will be part of a highly collaborative and fiercely talented team. This is an exciting opportunity to advance your career while contributing to a flourishing Australia across social, environmental, and economic dimensions.

The Philanthropy Manager's key responsibilities are to:

- Implement Next25's philanthropy strategy, managing all day-to-day aspects of philanthropy
- Develop and implement strategies for cultivating and soliciting major gifts
- Work with the CEO and Board to nurture existing relationships with donors and prospects
- Oversee development of the prospect pipeline
- Develop and lead prospect and donor engagement and stewardship programs
- Understand philanthropy's role across functions and maintain focus and commitment to supporting Philanthropy among staff
- Write persuasive, tailored applications for individual, foundation, and corporate philanthropic opportunities
- Assist with the creation of philanthropy communication materials
- Oversee reporting, acquittals, and management of the philanthropy and engagement CRM / database
- Maintain dashboards that measure key metrics and identify trends
- Evolve, monitor, and report on philanthropy targets

## Who is Next25?

Next25 is an independent think-and-do tank. With rigorous research, fierce independence, and trusted engagement with people and institutions across sectors, we uncover and address levers to shift deep contributing factors of Australia's biggest issues.

We engage the public and experts to answer three big questions: What's the future Australia wants? Are we on track? If not, what are the deep contributing factors of Australia's underperformance and levers to shift them?

We then work with others to improve how Australia makes the future:

- We build game-changing initiatives around levers that address the deep contributing factors of Australia's underperformance
- We engage leaders and the public so they understand what's at stake, see that better is possible, want to contribute to the solution, and know where to start
- We support leaders to build their own initiatives

Next25 is a tax-exempt, non-profit company limited by guarantee and registered as a charity with the ACNC. For more information, please visit [next25.org.au](http://next25.org.au).

## What We Can Offer You

We are a nimble, hard-working team that loves big-picture thinkers. We punch above our weight and achieve ambitious goals through innovative thinking and approaches. We run a flat hierarchy and encourage all team members to take initiative. We work collaboratively with many organisations around Australia in government, business, academia, the community, and media. We offer flexible working arrangements. We encourage and will support your professional development through on-the-job opportunities.

## Selection Criteria

### Essential – Role Specific

- Bachelors level qualification or commensurate work experience
- Minimum five years' professional experience, preferably in a fundraising or philanthropy role
- Demonstrated experience working with a revenue-generating team in a mission-driven organisation
- Proven experience in working effectively with high-net-worth individuals
- Experience working closely with senior executives and Board members
- Strong understanding of and skills in moves management
- Track record of delivering under pressure with competing priorities
- Passion and time for networking
- Some event management experience

### Essential – General

- Passion for our vision for a flourishing Australian future and our mission to improve how Australia makes its future
- Knowledge of trends in philanthropy
- Initiative, self-direction, and high levels of motivation with excellent time management, organisation, and prioritisation skills
- Superior communication and interpersonal skills – ability to influence key decision-makers and maximise stakeholder relationships
- Public speaking and presentation skills
- Ability to think strategically and creatively
- Tact and diplomacy
- Desire and energy to develop a deep understanding of Next25 and its programs

## How to Apply

Applications will be taken on a rolling basis. To apply, please submit the following documents [here](#):

- A cover letter explaining your motivation for applying for this role and addressing the selection criteria above (no more than 2 pages)
- Curriculum vitae, including contact details for at least two referees

All applications will be treated as confidential. Shortlisted candidates will be contacted for interviews on a rolling basis. Next25 reserves the right to close the application process at any point.

Enquiries to Director of Finance, Paula Steyer at [paula@next25.org.au](mailto:paula@next25.org.au).