



backing local change.

## POSITION DESCRIPTION

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# Philanthropy Officer

### POSITION TYPE

Full Time, 12 month contract  
6 month probationary period

### REPORT TO

Head of Philanthropy

### LOCATION

Melbourne preferable

Reporting to the Head of Philanthropy, the Philanthropy Officer plays a critical role in developing and growing fundraising income from new and existing donors and deepening relationships with funders to support ygap's programs.

This role is all about making a positive change and contributing to ygap's vision and mission through the development and maintenance of partnerships. We are looking for someone who has at least two years of fundraising experience and is ready to step into an exciting new role. The Philanthropy Officer will use their relationship management skills to deepen ygap's connection with our existing portfolio and find new and innovative ways of generating support. They will have exceptional writing skills, be well versed in submitting grants, and able to put together reports and donor communications.

## ABOUT YGAP

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ygap is an international organisation that creates positive change by making entrepreneurship more inclusive.

We believe that business can be a force for good, and that entrepreneurship is key to solving the most challenging social and environmental problems facing our world today. But for this to happen, the world's diversity must be represented in creating these solutions and the systems that enable them to succeed.

ygap exists to increase the capacity and agency of entrepreneurs to run successful businesses, and reduce the barriers that inhibit access and inclusion within the entrepreneurial ecosystem.

Since 2008, we have run 57 programs that have supported 589 ventures working to make change in their communities. We have offices led by local teams in Africa, South Asia, the Pacific Islands and Australia.

## OUR RECRUITMENT GUIDING PRINCIPLES

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We have three guiding principles by which we approach our hiring process:

- We embrace flexible work arrangements, built on trust and respect.
- We encourage applicants from all cultures, ethnicities and backgrounds.
- ygap is committed to cultivating and preserving a culture of equity, diversity and inclusion across the organisation and all of our operations. We welcome all people to be unapologetically themselves. It is the collective sum of our individual differences, beliefs, experiences, self-expression and talent that enables us to live out our purpose which is to advance global equity through inclusive entrepreneurship. To truly achieve this, we need a community that is representative of the people we serve; the people of the world.

## OUR VALUES

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### **We challenge barriers to equality**

Inequality isn't accidental; it exists as a result of systems that support the success of some people over others. We strive to bring down those barriers that exist in the entrepreneurial space, and reimagine a system that is accessible and inclusive for all.

### **We back local change**

Our work is fully informed by the people we seek to serve, with the understanding they are best placed to find solutions to the problems they face. Our work is always led by the knowledge of our expert local teams and the needs of the communities they work with.

### **We collaborate to achieve shared value**

We are outcomes-led and actively seek out partners and funders who share our vision of an equitable and sustainable world, and who trust our team and the quality of our work to find the right solutions.

### **We choose courage over comfort**

We actively champion gender, diversity, inclusion and sustainability in every aspect of what we do - from the internal processes of our team, board and organisational structure, to the external operations of our body of work.

### **We boldly pursue change**

We're a collaborative and cohesive global team who are passionate about our work. We commit to being courageous in challenging what's not working, bold in offering solutions for what might, acknowledging of our own privilege, honest when we get things wrong, and proactive in learning and growing with an open mind.

## KEY COMPETENCIES

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### Essential

- Experience and understanding of fundraising processes and prospect research
- Outstanding writing skills - for donor communication, reports and grant writing that can translate complex development programs into clear and compelling language
- Demonstrable expertise and success in acquisition, retention and development of donors across multiple fundraising streams
- Experience using a CRM to support, plan and analyse fundraising activity
- High level of maturity and personal integrity and ability to understand, develop and sustain resilient and dynamic relationships
- A 'big picture' thinker with a high level of attention to detail and pride in their work
- Excellent time management, with experience managing multiple projects at one time
- Genuine interest in contributing to the for-purpose sector and specifically reducing global inequality through entrepreneurship
- Collaborative mindset and contribution to team success
- Self-motivation, demonstrates initiative, and the ability to work autonomously
- Passion for and interest in locally-led development and impact entrepreneurship

### Desirable

- Experience using a CRM
- Experience using project management tools (eg; ClickUp)
- Experience working in the for-purpose, international development sector specifically related to entrepreneurship or economic development
- Established relationships and networks in the Australian philanthropic, social impact and/or international development sector

## QUALIFICATIONS

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- Tertiary or post-graduate qualification in Fundraising, Communications, Marketing or similar and/or,
- Minimum of two years' experience in a role that provides the strategic knowledge and practical skills necessary to effectively develop ygap's donor portfolio through relationship management and acquisition.

## KEY RESPONSIBILITIES

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- Develop and implement targeted strategies to retain and grow donors in ygap's philanthropic portfolio
- Nurture new and existing relationships in the portfolio (monitor incoming gifts, meet with donors, support staff to engage with donors, thank donors by phone and email, re-engage lapsed donors)
- Develop a network of individuals and trusts and foundations with the potential to support ygap's programs
- Manage and deliver exceptional moves management to ensure fundraising income meets annual revenue targets
- Develop quality grant applications and reports by drawing on ygap programs and key staff, submitted by funder deadlines
- Support the development of necessary assets for donor support and engagement with the Head of Philanthropy
- Research and prospect for increased support from current donors and add prospects to the opportunity pipeline
- Develop and pitch for funding from partners, foundations and donors
- Ensure supporter records and grants are promptly and accurately entered into ygap's CRM

- Work with the Head of Philanthropy to develop and update CRM and ClickUp dashboards, processes, and reports to assist with donor engagement and fundraising evaluation
- Assist with the provision of CRM training and support to key staff globally
- Assist the Head of Philanthropy with planning and delivery of ygap's EOFY appeal and other philanthropy initiatives
- Assist with the planning and delivery of events and special projects for ygap's donors, as required

## **APPLICATION PROCESS**

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Please submit a cover letter and current CV to our Head of Philanthropy, Sarah Hornby, at [sarah.hornby@ygap.org](mailto:sarah.hornby@ygap.org).

Please include in the subject line of the email "Philanthropy Officer - Application".

Applications will be processed and candidates interviewed as applications are received, so if you are interested we encourage you to apply early.