



## POSITION DESCRIPTION

---

# Philanthropy and Partnerships Manager

### POSITION TYPE

Full-time, Permanent

The Philanthropy and Partnerships Manager leads ygap's fundraising activities and will also sit on ygap's Lead Team. This role is responsible for the execution of the major gift fundraising strategy as well as overseeing ygap's campaigns and appeals, and managing corporate partnerships.

### REPORTS TO

Chief Executive Officer

This role will partake in the identification, cultivation, solicitation and stewardship of donors and partners across key segments and will entail continually developing a prospect list. Donor acquisition is a key focus of this role and the Philanthropy and Partnerships Manager will be able to effectively leverage ygap's existing/new campaigns and appeals to grow ygap's partners.

### LOCATION

Melbourne, Australia

### DIRECT REPORTS

Campaigns Manager;  
Marketing and  
Communications Coordinator

The successful applicant will evolve and maintain a high quality stewardship process for active donors and build a major gift fundraising pipeline by using the available databases across ygap's existing campaigns and appeals and leveraging their own networks and those of the broader ygap community. The role is responsible for representing ygap at networking events and building and nurturing relationships with high net-worth individuals, trust and foundations, corporates and delivering a high level of relationship management.

This dynamic role is focused on the execution of ygap's recently developed fundraising strategy to enable the growth of ygap's philanthropy and partnership portfolio to achieve the organisation's fundraising goals.

As the Philanthropy and Partnerships Manager, you will be self-driven, values-aligned and highly motivated to bring your passion and expertise to create and strengthen relationships with partners who are inspired by ygap's innovative, local-led approach to generating deep, sustainable impact through inclusive entrepreneurship.

## ABOUT YGAP

---

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 65 programs that have supported 626 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

---

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

---

### **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 SELECTION CRITERIA

---

### Essential

- Minimum three years of senior fundraising experience
- Demonstrated success in acquiring and stewarding partnerships with specific segments including high net worth individuals, family offices, corporate partners, trusts and foundations
- Strong track record in major donor fundraising and philanthropic grant applications
- Have established relationships and networks in the Australian and International philanthropic, social impact and/or international development sector
- Experience developing and implementing strategic fundraising / business development plans
- Previous experience effectively leading and managing teams
- Excellent written and verbal communication skills
- Excellent ability to develop trust and manage relationships with multiple diverse internal and external stakeholders
- High emotional intelligence and accountability
- Experience managing partners through a CRM or equivalent system

### Desirable

- Understanding and experience in acquiring and managing contracts with institutional donors
- Experience with campaigns and appeals or having overseen campaigns and appeals as part of a broader fundraising plan
- Experience having developed an annual Marketing and communications plan to support fundraising activities

## KEY COMPETENCIES

---

- **Flexible and creative** – Adjusts to the context, able to troubleshoot, problem solve and adapt in a high-paced and at time fluid environment;
- **Proactive and responsible** – Takes initiative and ownership from beginning to end and meets or exceeds expectations.
- **Collaborative and empathetic** – Works well alongside team members and understands the competing priorities and needs of various stakeholders.
- **Curious and thoughtful** – Seeks clarification and insights and thoughtfully considers all angles, context and relevant information in determining a course of action.
- **Detail-oriented** – Understands the importance of essential smaller parts to contribute to larger outcomes and commits to delivering on both large and small in equal measure;

## KEY RESPONSIBILITIES

---

### Partner Acquisition, Stewardship and Revenue Growth - 55%

- Manage the implementation of the recently developed fundraising strategy to design the supporting strategic plans and execute on those
- Delivery against fundraising KPIs (e.g. major commitments secured, lead generation, forecastable income, retention rate)
- Identify and submit strategically-aligned grant opportunities across prioritised segments positioned for success
- Identify, pitch and secure donations and multi-year commitments from foundations, high net worth individuals, corporates and other donors
- Support the global impact teams to identify and pursue relevant partnering opportunities

## **Management - 35%**

- Effectively lead the Campaigns Manager to executive ygap's campaigns and appeals successfully throughout the year including the Polished Man campaign as part of ygap's broader fundraising strategy
- Work with the Marketing and Communications Coordinator to develop and execute an annual marketing plan that supports the achievement of key fundraising targets including acquisition, promotion and reporting
- Oversee ygap's utilisation of its CRM to manage partnerships effectively

## **Strategy and Leadership - 10%**

- Be an active and effective part of the lead team representing and bringing a fundraising lens to all key decisions as well as also understanding how they support/fit within the broader organisational priorities.
- Understand ygap's fundraising activities from a strategic perspective, identify new opportunities and develop insights for continuing to grow the portfolio to achieve ygap's ambitious impact goals

## **TIME COMMITMENT AND TRAVEL**

---

Due to the global nature of the team and partners, there is an expectation that meetings and events will periodically fall outside of 'traditional' business hours. There may also be some travel required intermittently throughout the year for periods of up to two weeks.

The Philanthropy and Partnerships Manager will be a full time role based in Melbourne, Australia with flexible work from home options available.

## **APPLICATION PROCESS**

---

Please submit a cover letter and current CV to our Chief Executive Officer, Mark Harwood, at [mark.harwood@ygap.org](mailto:mark.harwood@ygap.org).

Please include in the subject line of the email "Philanthropy and Partnerships Manager - Application".

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