



Position Description Philanthropic Engagement Officer

Title:	Philanthropic Engagement Officer
Hours:	Part time 0.4FTE
Reports to:	Manager, Strategic Projects
Award:	Social, Community, Home Care and Disability Services Industry Award 2010, Level 4, \$36.62 - \$39.40 commensurate with experience and qualifications. Salary sacrifice is available.

Organisational Background

With a vision to build health equity and a mission to deliver, model and influence health and wellness services to create an inclusive and just health system, World Wellness Group (WWG) is a leading health social enterprise based in Stones Corner, Brisbane. WWG operates the World Wellness Clinic which specialises in equitable healthcare for clients from culturally and linguistically diverse backgrounds, including vulnerable and disadvantaged migrants, refugees and people seeking asylum.

As a social enterprise, or a business with a social mission, World Wellness Group Ltd works to improve health equity for all clients, regardless of culture, language or financial capacity, and to assist the most vulnerable members in our community. World Wellness Group is a registered health promotion charity and all profits are used to fund health services for clients or innovative health programs that are not available elsewhere. World Wellness Group undertakes significant pro-bono work and the financial support of donors and philanthropy is essential to this work.

The Position

Purpose

To work in accordance with the WWG policies and procedures to implement WWG's annual fundraising plan, build ongoing relationships with donors and philanthropists and guide our engagement and marketing activities.



World Wellness Group

Key responsibilities

- With the support and guidance of the Manager, Strategic Projects, lead the delivery of the 'Contribute' Action Plan to achieve the annual revenue target (\$230K in FY22) and to ensure the ongoing growth and sustainability of existing and new income streams
- Foster mutually beneficial relationships with philanthropists and donors (corporate and individual) by representing WWG's brand to inspire support and ongoing engagement to work towards a \$400K target in FY23
- Inspire and lead the marketing and fundraising activities in accordance with the annual 'Contribute' action plan
- Ensure there is an aligned and consistent narrative across fundraising, marketing and communication activities and ensure each works towards the shared goals of income, reach, profile and supporter relations
- Maintain a database of supporters and analyse trends and insights to maximise results
- Implement campaigns, events and communications that are targeted, contemporary, on-brand and reflect WWG's values as a human rights organisation
- Implement processes to facilitate all supporters to experience a consistent onboarding process that feels respectful and valued
- Ensure legal compliance with fundraising and privacy legislation
- Attend staff meetings and training as required
- Promote the mission of WWG and display sensitivity to the issues and barriers experienced by our clients and celebrate their contribution to community
- Practice and promote appropriate self-care at an individual, team and organisation-wide level.

General Responsibilities of All Staff

- Comply with the World Wellness Group's Code of Conduct, as well as any Code of Conduct of your professional association
- Comply with confidentiality requirements of World Wellness Group, as well as the Privacy Act 1988 (Cth) regarding client information, taking particular care that the information of clients may be highly sensitive in nature
- Comply with ethical and legal requirements of both the Commonwealth and Queensland equal opportunity and anti-discrimination laws (including the Anti-Discrimination Act 1991 (QLD), Sex Discrimination Act 1984 (Cth), Racial Discrimination Act 1975 (Cth), Disability Discrimination Act 1992 (Cth) and Age Discrimination Act 2004 (Cth)) by treating staff and clients with respect and without bullying and/or harassment
- Deliver effective use of World Wellness Group's resources within level of responsibility of your position
- In line with World Wellness Group's policy on staff development, training may be required and supported to fulfil the role to the optimal level

Occupational Health and Safety

- Comply with Work Health and Safety Act 2011 (QLD) duties by maintaining a safe working environment for yourself, ensuring you do not put yourself at risk of harm or injury
- Maintaining a safe and supportive working environment to protect others (staff, volunteers or clients) at risk of harm or injury
- Exercise judgement about the behaviour of clients to ensure they do not put themselves or others (staff, volunteers or clients) at risk of harm or injury



World Wellness Group

Key Relationships

Internal

- Manager, Strategic Projects
- Managing Director
- Board of Directors
- Program Managers

External

- Individual and corporate supporters, corporate partners, trusts and foundations, prospective supporters
- Social media marketing, marketing and website services providers

SKILLS, EXPERIENCE AND ABILITIES

Applicant requirements

We are looking for an experienced and reliable individual:

- Demonstrated experience and a strong background in philanthropy and/or fundraising that delivered successful outcomes;
- Relevant tertiary qualification in marketing, communications, fundraising or business;
- Demonstrated experience in marketing, fundraising and/or communications;
- Demonstrated skills in relationship building and management
- Experience managing a valued brand and the various marketing and communications activities to underpin brand promotion and protection;
- Excellent written and verbal communication skills, project management skills and time management skills;
- Shares our values and passion for social justice and health equity

Hours of work

This is a part-time position at two days per week. Subject to successful performance, the position could expand to more hours. From time to time the position may be required to work additional hours outside of business hours to support events in the evening or during the weekends