

# Bequest Executive

## PURPOSE OF THE POSITION

As the Bequest Executive you drive the development and growth of ChildFund Australia's Philanthropy program with a focus on bequests. You identify, research, and cultivate existing and potential bequest prospects through extensive use of the supporter database, and by engaging individuals and key partners; you will also work closely with other members of the Marketing team, supporting events and campaigns as required.

### KEY DUTIES

- Plan and implement annual operational plans for Bequests to meet budget
- Work with the broader marketing team to support events and campaigns as required
- Manage relationships and the communications cycle with Bequest prospects, maintaining their commitment into the future through personal visits, letters, phone calls, cards, and special events as well as direct mail, advertising, online, events, telephone, and personal solicitation activities
- Liaise with solicitors as required to enable settling of an estate
- Represent ChildFund Australia on initiatives to promote the concept of bequests to the Australian public
- Manage a pipeline of confirmed and potential bequestors through a strategic stewardship program
- Advocate the importance and value of bequests within the organisation
- Promote and integrate gender equality, disability, and social inclusion into day-to-day work
- *Remain alert and responsive to any child safeguarding or sexual exploitation, abuse or harassment (SEAH) risks, acquire relevant knowledge and skills to promote strong safeguarding practices, understand the child safeguarding and PSEAH policy and procedures, and conduct yourself consistent with those policies.*

### QUALIFICATIONS & EXPERIENCE

- Minimum of 3 years' experience managing bequests, high net worth individuals, foundations, and corporate entities
- Minimum of 3 years of experience in a similar role
- Knowledge of the Australian philanthropic environment
- Ability to write compelling proposals and inspiring feedback reports, create a persuasive case for support and 'make the ask' in writing, in person or on the telephone

### DESIRABLE

- Prior experience in non-profit organisations
- Tertiary qualifications in relevant business-related discipline
- Experience with Salesforce CRM
- Ability to edit copy and manage creative
- Experience managing Telemarketing and direct mail agencies
- Budget forecasting and monitoring experience
- Stakeholder management experience

### SKILLS

Excellent communication, relationship-building and interpersonal skills

Analytically sound and great understanding of how to improve fundraising using data

Inspiring and pro-active with an ability to excite potential donors about making a lasting difference to the lives of children living in poverty

A passion about independently managing and nurturing a bequests portfolio

### CHILDFUND AUSTRALIA'S VALUES

Commitment to ChildFund Australia's values –  
Respect, Integrity, Collaboration, Change,  
Empowerment & Excellence

**Department:** Fundraising

**Location:** ChildFund Australia, Level 8, 162 Goulburn Street, Surry Hills, NSW, 2010.

Open to interstate applications and will consider remote work arrangements for the right candidates outside Sydney.

**Employment:** Full-Time

**Reports to:** Philanthropy Manager

**Other Information:** Must have full working rights in Australia

**Please apply at:** <https://www.childfund.org.au/work-with-us/>





## ORGANISATIONAL CONTEXT

ChildFund Australia is an independent international development organisation that works to reduce poverty for children in developing communities. We partner to create community and systems change which enables vulnerable children and young people, in all their diversity, to assert and realise their rights.

Our vision is a world without poverty where all children and young people can say: “I am safe. I am educated. I contribute. I have a future.”

ChildFund Australia directly manages and implements programs with a range of local partners in Cambodia, Laos, Myanmar, Papua New Guinea, Timor-Leste, Vietnam, and other Pacific nations, and manages projects delivered by partner organisations throughout Asia, Africa, and the Americas. Our work is funded through child and community sponsorship, government grants as well as donations from individuals, trusts and foundations, and corporate organisations.

ChildFund Australia is a member of the ChildFund Alliance – a global network of 12 organisations which assists almost 23 million children and their families in 70 countries. ChildFund Australia is a registered charity, a member of the Australian Council for International Development, and fully accredited by the Department of Foreign Affairs and Trade which manages the Australian Government’s overseas aid program.

## HOW WE VALUE YOUR CONTRIBUTION

### Remuneration Package

We aim to provide an overall remuneration package that is attractive and fair. Our remuneration framework ensures that we align to employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

### Leave

You will have access to 20 days of paid annual leave (pro-rated for part-time employees). You are also entitled to personal/carer’s leave, paid parental leave, long service leave and bereavement leave.

### Flexible Working Arrangement

You will have access to flexible working arrangements. We encourage a culture of flexibility and enable conversation between yourself and your manager about maintaining work-life balance. If the position allows, employees can choose to work up to 2 days from home per week.

### Salary Packaging

You will be eligible for salary packaging. As a Non-Governmental Organisation, our staff are eligible for salary sacrificing. The Australian Taxation Office (ATO) allows us to reimburse you for your personal expenses without having to pay any income or fringe benefits tax that would normally be payable. These tax concessions are in additions to the income tax free threshold.

### Employee Assistance Program

In case you need help with personal, family or employment related matters you and your family will have access to free external, professional and confidential counselling assistance. UPRISE, our EAP system, combines multiple wellbeing initiatives to support your mental health and resilience.

### Learning and Development

Our approach to learning and development will enable you to have the information, skills, and knowledge needed to do your job and to grow in your position. We build the capacity of our people and support you with on-the-job experience, coaching and formal training.

**OUR VISION:** A world without poverty where all children and young people can say: “I am safe. I am educated, I contribute. I have a future.”

**OUR MISSION:** We partner to create community and systems change which enables vulnerable children and young people, in all their diversity, to assert and realise their rights.

At ChildFund Australia you will be contributing to our programs which protect, educate, and empower children and young people.