

Job Description Form

Head of Philanthropy and Partnerships

Position Number: 16764	Classification Level: Level 7
Directorate: Executive Services	Agreement: Public Sector CSA Agreement 2024
This Position Reports To: Catherine Clark, CEO and State Librarian - CEOSL	
Positions Reporting to this Position: Fundraising Coordinator, Level 4	

OUR VALUES AND BEHAVIOURS

Your work habits and behaviour contribute to a harmonious, safe and productive work environment. Behaviours of State Library staff align with our values:

Community Focused	Provide high quality services based on community need.
Responsive	Make informed, timely decisions and communicate them clearly.
Respectful	Value others and respect their differences.
Accountable	Hold ourselves to account for the work we do.
Innovative	Strive for excellence by being open to new ideas and embrace opportunities for improvement.

OUR CORPORATE RESPONSIBILITIES

Model, promote and demonstrate a genuine commitment to the State Library's organisational values.
Adhere to the Public Sector Code of Ethics and Library Code of Conduct.
Act safely and in accordance with the State Library's Occupational Health and Safety Policy and Procedures.

ROLE OF DIRECTORATE

Executive Services supports Aboriginal engagement and manages internal audit, strategic projects and support services to the CEO, the Library Board and other strategic partners. This includes providing policy advice and research support on issues and trends relevant to the State Library and the Library Board. Executive Services is also responsible for providing advice to the Minister for Culture and the Arts.

ABOUT THE ROLE

This position is on the leadership team with responsibility for establishing and leading the strategic vision, long term planning and implementation of the State Library of Western Australia's philanthropy and partnership programs. The role will lead the identification and realisation of new and existing opportunities to solicit major gifts, annual donations and bequests.

The position will identify opportunities and collaborate internally and externally to build, maintain and nurture positive relationships and mutually beneficial partnerships.

KEY RESPONSIBILITIES OF THIS POSITION

Role Specific Responsibilities:

1. Build and deliver an ambitious philanthropy and partnership program that results in significant philanthropic gifts to support the State Library's strategy, programs and collections.
2. Provide expertise and leadership in identifying, initiating and managing activities such as private giving, planned giving (bequests) and grant solicitation.
3. Undertake research, cultivate, solicit, acknowledge, and steward philanthropic supporters and prospects. Build and maintain strong relationships with current and prospective philanthropic supporters and partners, pursuing high-impact opportunities and ensuring maximum retention and growth.
4. Lead the management of all aspects of philanthropic engagement, including staff, for effective acquisition, escalation, retention of donors and members as well as research, analysis, CRM donor stewardship systems and protocols
5. Facilitate cooperation collaboration internally and externally assist the State Library achieve its strategic goals.
6. Performs other duties as required.

ESSENTIAL WORK RELATED REQUIREMENTS

Applicants should be able to demonstrate their capability to meet the criteria below, which should be read in conjunction with the specific responsibilities of this position:

Essential:

1. Shape and Manage Strategy

- Leads in the creation and implementation of strategies to strengthen and expand philanthropic support and partnerships.
- Drives new revenue streams, seeks and secures new opportunities that support strategic goals.

2. Achieve Results

- Demonstrated track record in donor identification, cultivation and solicitation including securing major gifts and other philanthropic support.
- Demonstrated research and analytical skills to develop philanthropic networks, business networks and relationships.
- Establishes clear plans and time frames for project implementation and outlines specific activities. Responds in a positive and flexible manner to change and uncertainty. Shares information with others and assists them to adapt.
- Achieves agreed goals to secure support, grow endowment and bequests and exceed donor expectations.

3. Builds Productive Relationships

- Leads and influences others in decision making with a proven ability to deal with sensitive and delicate issues.
- Builds and sustains relationships with a network of key people internally and externally. Proactively offers assistance for mutually beneficial relationships. Anticipates and is responsive to internal and external client needs.
- Identifies external partnerships and sponsorships that would benefit the State Library.

4. Communicates and influences effectively

- Highly developed presentation skills and public speaking with a demonstrated ability to communicate to a high standard verbally and in writing.
- Works collaboratively with multidisciplinary teams to maximise the value and impact of relationships.
- Significant experience in influencing and negotiation, adapting the content, style, message, or tone of a presentation to suit the audience.

5. Exemplifies personal integrity and self-awareness

- Demonstrated integrity, maturity, and strong personal and business ethics combined with sound judgement and a commitment to transparency and accountability.
- Takes personal responsibility for meeting objectives and progressing work. Show initiative and proactively steps in and does what is required. Commits energy and drive to see that goals are achieved.

Desirable:

- Qualifications in Business, Marketing or Commerce would be desirable.

APPOINTMENT PRE-REQUISITES

Appointment to this position is conditional on:

1. Successful 100 point Identification Check
2. Right to Work in Australia
3. Successful Criminal Record Screening Clearance

SPECIAL CONDITIONS

Special conditions of this position:

1. May be required to work rostered hours for a 7 day a week operation, including evenings and weekends.
2. May be required to travel intrastate and / or interstate.
3. Out of hours and/or evening work will be required

CERTIFICATION

The details contained in this document are an accurate statement of the responsibilities and requirements of this position.

Position Title:	Name:	Date:
CEO and State Librarian	Catherine Clark	5/06/2025

<p style="text-align: center;">REGISTERED</p> <p style="text-align: center;">State Library of Western Australia</p> <p>INITIALS: LTS DATE: 5/06/2025</p>
