

ROLE PURPOSE

Role Title: Business Operations & Philanthropy Associate

Division: Public Affairs

Location: NYC

Date: September 2024

Employment type: Full time, Permanent with flexible on-site/remote hybrid work arrangement

Reports to: Head of North America

Number of direct reports: 0

Leadership Band: Leads Self

Purpose of the role:

The Business Operations & Philanthropy Associate provides essential business and development operations support to the Head of North America across finance, compliance, legal, risk management and executive administration, and leads the individual giving strategy to maximize philanthropic support from this community of donors to The Foundation. This role contributes to the growth of The Fred Hollows Foundation USA and its positive contributions to The Foundation's work globally.

The Business Operations & Philanthropy Associate will own the outcomes of:

Business Operations:

- Act as liaison with the Business Operations team and liaise with US-based providers to manage FHF US compliance, finance, legal/contracting, risk management, and reporting (Board, Finance, Legal, Compliance, Risk) requirements. Ensure timely and successful completion of all tasks with the Head of North America.
- Manage and monitor purchase order and invoices, track and process donor contributions from all platforms, including website and third-party donor platforms, and manage mail and FHF US general email account.
- Manage the CRM including donor and gift entries, donor tracking and financial reporting.
- Provide scheduling and travel logistics support as needed to Head of North America.
- Other tasks as requested by your manager.

Philanthropy Associate:

- Lead the Individual Giving Strategy and increase support from individual donors (up to \$5,000) with donor acquisition campaigns and stewardship/uplift journeys.
- Support the Head of North America with Global Comprehensive Campaign and Major Donor engagement and donor relations including prospecting, correspondence, meetings, collateral, and fundraising event logistics and onsite management. Liaise with the GCC and PGR team as needed.
- Assist the Head of North America with FHF US Board relations and engagement.
- Other tasks as requested by your manager

Our Capabilities:

As a member of The Foundation Family you will:



1. Live by the values of The Foundation and support The Foundation's culture, performance and brand.
2. Adhere to all The Foundation's policies and procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.

Essential Experience:

- Working in high productivity environment.
- Working in multi-level environment (C-Suite, Directors, Managers etc).
- Facility with CRM/database.
- Managed projects independently.

Skills:

- Comfortable and confident engaging with senior leaders and Board members.
- Commitment to maintain confidentiality and discretion engaging with high level donors and confidential information. Excellent written and verbal communication skills.
- Exceptional organization skills.
- Detail oriented and able to work under tight deadlines.
- Self-motivated and able to initiate projects and ideas.
- Fundraising and event experience.
- CRM/database experience.
- Microsoft office (eg: Outlook, Word, Excel, Powerpoint).

Desirable Experience:

- Experience in international development & NFP sector.

Qualifications:

N/A

The position involves:

This position is recognised as having "Contact with Children" either direct or indirect.

This position does not involve "Working with Children" either direct or indirect.

Travel:

As required

This role purpose defines the broad accountabilities of the positions, which may change based on organisational need. Please refer to the divisional, team and individual work plans for more specific details

Additional Responsibility:

Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.

To work in The Foundation, you will:

- Be eligible to work in Australia and other regions where you will be based
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions that are identified as working with children