

Role Description

(Manager)



Role Title: Philanthropy Manager	Division: Public Engagement
Classification Level: ASO6	Branch/Unit: Botanic Gardens and State Herbarium
CHRIS Position Number: P65484	Reports to: Head of Development & Partnerships

About the Agency:

Botanic Gardens and State Herbarium of South Australia

The **Botanic Gardens and State Herbarium of South Australia** forms part of the Department for Environment and Water (DEW) with a mission to 'build an understanding and appreciation of the botanical world' providing life-long experiences across generations. The BGSB Board provides strategic direction for the management of the Botanic Gardens and State Herbarium (BGSB) in accordance with the *Botanic Gardens and State Herbarium Act* (1978) and Regulations (2007).

The Adelaide Botanic Gardens Foundation Inc. (ABG Foundation), which is overseen by a committee, raises and manages funds for priority goals and projects of the BGSB. These generally include funds for education, public programs, and scientific research and for the long-term financial security of the BGSB through growth of an endowment fund.

Adelaide, Mount Lofty and Wittunga Botanic Gardens have established living collections of plants exhibiting botanical diversity. The three garden estates and Botanic Park, adjacent to the Adelaide Botanic Garden, are managed as multiple use sites for display, science, conservation, and community education, health and well-being. Commercial activities including paid public events, education and training, functions and community use of the public space are all accommodated.

The State Herbarium is a scientific collection of more than 1 million plant specimens from South Australia and globally and is housed in the historic Old Tram Barn on the grounds of the Adelaide Botanic Garden. Herbarium staff utilise the herbarium collection to maintain the Census of South Australian plants. Botanical research is conducted by Herbarium and South Australian Seed Conservation Centre staff, who deliver taxonomy, conservation and other botanical science to the South Australian community and beyond. The Museum of Economic Botany displays historic and cultural collections and curated exhibitions.

About the Role

Working under the broad direction of the Deputy Director of Public Engagement, and reporting to the Head of Development & Partnerships, the Philanthropy Manager is accountable for the effective delivery of the BGSB Philanthropy Strategic Plan and is the face of philanthropy for the organisation.

Delivery of the Strategic Plan includes management, promotion, operation and delivery of the BGSB's Foundation, philanthropy, bequest and private giving programs. It includes day-to-day engagement of existing donors with the view to grow philanthropic gifts and to identify and secure new donors, trusts & family foundations.

The Adelaide Botanic Gardens Foundation Inc. (ABG Foundation), which is overseen by the ABG Foundation Board, raises and manages funds for priority goals and projects of the BGSB.

The BGSB seeks to raise and grow philanthropic funds, both through its Foundation and directly through the BGSB Board, to support a broad range of BGSB activities. These include Funds for Science

and Conservation, Arts & Culture / Public Engagement, Living Collections, Education & Learning, and Business Management and for the long-term financial security of the BGSB through growth of an Endowment Fund.

The Philanthropy Manager will work closely with the Head of Development & Partnerships and all Senior Leadership Team members to identify key philanthropic opportunities and establish the giving program year-on-year, while also maintaining strong and active donor relationship management and new donor acquisition.

The BGSB has enjoyed recent success in philanthropy and engagement, with significant opportunity for future growth in the donor base, to now be maintained and built upon. It will be the role of the Philanthropy Manager to work with the team and ABG Foundation Board to secure further success.

Key Role Outcomes

- Through the delivery of the new BGSB Philanthropy Strategic Plan, the Foundation's philanthropic communities and programs are expanded and diversified to engage a broader donor base with targeted funds and campaigns delivered effectively and integrated into public-facing initiatives that strengthen the organisation's accessibility and impact.
 - Philanthropic revenue and KPI targets are met through strategic design and execution of fundraising activities, donor initiatives and long-term engagement programs that aligns with institutional goals and priorities.
 - Governance processes are underpinned by strong financial oversight, transparent operations, and strategic alignment, with compliance maintained and outcomes effectively tracked to support informed decision-making and productive stakeholder relationships.
 - The organisation cultivates and nurtures long-term legacy giving through the respective, efficient and effective management and expansion of the Bequest and Memorial Seat programs whereby bequest contributions increase over time, reflecting sustained engagement with potential donors and their representatives.
 - High-integrity donor data is maintained through effective use of CRM systems, enabling strategic engagement, accurate reporting, and long-term relationship management, supported by consistent user training and data governance practices.
 - Philanthropic goals, opportunities and successes are fully integrated into BGSB's strategic planning and reporting, providing leadership with timely insights to inform decisions and ensuring that fundraising priorities align with broader organisational objectives/ambitions and are clearly communicated.
 - Effective supervision of staff is achieved by overseeing work allocation, time and attendance and leave management.
 - Timely and constructive feedback is provided to direct reports to contribute to their effective performance and motivation and plan for their continued professional and technical development.
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Essential Criteria (including qualifications)

Must be addressed by candidates in written application letter (max 3 pages) in addition to CV

- Demonstrated experience in developing relationships with existing donors that result in ongoing and increased financial support over time.
- Proven networking ability and capacity to identify potential donors and manage stewardship of new donor relationships from acquisition to donation to long-term giving.
- Experience in managing a multi-faceted Philanthropy Program and exceeding strategic fundraising targets across multiple Funds / Projects simultaneously.
- Experience in the development of successful fundraising campaigns and marketing communications, including delivery of successful cultivation and fundraising events.
- Proven experience in the practical application of policies, procedures and legislation (e.g. WHS) in the work environment as a manager and employee with knowledge of galleries or museums and philanthropic organisations.
- Proven ability to exercise initiative and solve problems promptly.
- Ability to influence others in decision making with a proven ability to deal with sensitive and delicate issues, including experience in servicing a Foundation Board.
- Proven track record in effectively supervising staff, and the ability to foster a collaborative environment to achieve organisational goals.
- Experience in general administration, especially financial aspects and experience in finance systems (e.g. Xero), CRM (preferably Raiser's Edge NTX) and using spreadsheet and office software applications (e.g. Microsoft Excel and Word).

Desirable Criteria

- Proven ability to deliver respectful relationships with Aboriginal and Torres Strait Islander communities along with experience in a senior role in a botanic garden, museum, science centre, art gallery or cultural organisation.
- A tertiary qualification in Arts, Marketing or Management degree or equivalent tertiary qualification is highly desirable.

Key Relationships/Interactions

- Adelaide Botanic Gardens Foundation
- Head of Development & Partnerships
- Philanthropy Coordinator and Development Team
- BGSB Director and Senior Leadership Team
- BGSB Public Engagement Team and Marketing Staff
- Key external stakeholders, donor, philanthropic trusts/foundations

- Internal stakeholders, including Science and Conservation, Living Collections and Horticulture, Cultural Collections, Public Programming and Education
- Friends of the Botanic Gardens of Adelaide and Floral Societies
- DEW and other Government Departments

Direct Reports

- Philanthropy Coordinator (ASO4 x 1.0FTE)
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Special Conditions

- May be required to participate in emergency preparedness, response and recovery activities required by government agencies. You must be an Australian citizen, permanent resident, or provide evidence that you hold a valid working visa that allows you to work in Australia without restrictions.
- May be required to work outside of the normal hours of work.
- This role has been identified as a:
 Position of trust ☒ Prescribed position ☒ Not applicable ☐
- The following screening check(s) is/are required:
 - You will be required to provide a valid Nationally Coordinated Criminal History Check prior to being employed, which is required to be renewed every three years before expiry. DEW will cover the cost of renewal.
 - You will be required to provide a valid Department of Human Services Working with Children Check prior to being employed, which is required to be renewed every five years before expiry. DEW will cover the cost of renewal.

Core Competencies	Elements	Behavioural Indicators
Shapes Strategic Thinking and changes	• Creating Vision and Direction • Thinking and Acting Strategically	• Develops business and/or operational plans to take account of the Agency's strategic directions. • Makes strategic judgments and presents options based on implications of analytical thinking. • Flags potential options for dealing with issues and implications.
Achieves Results	• Delivering Effective Outcomes • Making Decisions	• Sets priorities for self and manages workflow in order to achieve outcomes on time. • Uses performance data – reports and measures - to monitor the delivery of outcomes. • Takes into account information from a range of sources, including factual data and opinions of others.

Drives Business Excellence	• Optimising performance • Promoting Customer Service	• Identifies areas of work that may no longer be required and can 'let go' whilst managing customer expectations. • Seeks to understand the needs and issues of a diverse customer base. • Establishes mechanisms for gathering feedback from customers about service quality and possible service improvements.
Forges Relationships and Engages Others	• Influencing and Negotiating • Establishing and Maintaining Networks	• Listens to the views of stakeholders and tailors advice or recommendations to gain greater engagement and achieve positive outcomes • Builds credibility with stakeholders and customers by demonstrating reliability and respect and uses this credibility to negotiate outcomes. • Builds collaborative relationships based on an understanding of stakeholder priorities/objectives. • Demonstrates openness by actively listening and sharing information as appropriate
Exemplifies Personal Drive and Professionalism	• Modelling Public Sector Values • Displaying Flexibility and Resilience	• Consistently behaves in an ethical and professional manner aligned with the Public Sector values and Code of Ethics, even in difficult situations. • Emphasises the importance of building trust and respect and behaving ethically in all dealings. • Maintains a positive outlook when under pressure and is composed in the face of setbacks. • Balances competing demands in a calm manner.

Work Health and Safety

Contribute to workplace safety:

- Accepts responsibility for own and other's safety.
- Actively participates in consultation about work, health and safety issues.
- Identifies and reports hazards and identifies risk controls where appropriate.

Corporate Responsibilities

- Demonstrate appropriate and professional workplace behaviours that are in line with the [Code of Ethics](#) and the [South Australian Public Sector Values](#).
- Maintain a commitment to Equal Employment Opportunity, Diversity, Ethical Conduct, and record keeping within legislative requirements, according to the principles of the *Public Sector Act 2009*.

- Exhibit and promote the behaviours in line with *The way we work* outlined in the [DEW Corporate Plan](#).
- Actively participate in the Department's Performance Review and Development Program.
- Demonstrate appropriate and professional workplace behaviours that align closely with the White Ribbon message.
- Champion positive behaviours and conduct during all interactions with children and young people always adhering to the Child Safe Environment Policy and Procedure & Guideline.

Date Delegate approved original classification:	27/11/2024	Original Class method:	Full
Updated:	RD Update only	Date this version approved by delegate:	25/6/2026