

## **ROLE STATEMENT**

### **Bequest and Major Giving Manager**

#### **Enabling Women in Africa to Give Birth Safely**

- Globally, every day, 786 women die trying to have a baby. 70% occur in Africa, the vast majority avoidable.
- For every death, about 20 other women suffer an injury, the most feared being an obstetric fistula. Left untreated, a woman suffering a fistula will live a life of incontinence, misery, shame, and ostracism. 40% will plan or attempt suicide.
- Deaths and obstetric fistulas occur in Africa simply because many women don't have access to safe medical care. Obstetric fistulas occur very rarely in well-resourced countries simply because comprehensive obstetric emergency care (including a caesarean) is normally available to women.

Motivated by Jesus Christ's call to love and serve the poor, Barbara May Foundation has responded to this need by facilitating free and safe care for poor and vulnerable women during childbirth and for those already suffering from complications arising from childbirth. We seek to honour women's dignity and restore their agency by facilitating the repair of obstetric fistulas caused by obstructed labour, and by working to eliminate obstetric fistulas and prevent women dying in childbirth.

#### **About Barbara May Foundation**

Barbara May Foundation is an Australian registered charity with tax deductibility status established in 2009 by Medical Director, Dr Andrew Browning AM, an obstetrician and gynaecologist, as well as being one of the world's leading fistula surgeons.

Barbara May Foundation supports hospitals in Ethiopia, Tanzania, South Sudan, and Northern Uganda via our implementing partners. We receive no government funding, and our donors, from all over the world, support the provision of maternal healthcare in East Africa.

#### **Our Vision**

A world where all women can face giving birth with dignity and confidence.

#### **Our Mission**

To serve vulnerable women, honour their dignity, restore their agency, strengthen their families by facilitating safe and caring maternal healthcare and the repair of obstetric fistula.

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#### **Our Values**

- **Compassion:** Hearts moved by loving kindness serving the best for others.
- **Integrity:** Accountability as a neighbour, acting with moral courage.
- **Respect:** The tireless recognition and honouring of the dignity of others.

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### About the Role

The Bequest and Major Giving Manager is responsible for leading and growing the Foundation's bequests and major giving portfolio. This role focuses on developing long-term, trust-based relationships with generous individuals, families, and advisers, ensuring they are inspired by and connected to the Foundation's mission.

Key to the role is identifying, cultivating, soliciting, and stewarding bequest and major donors, and developing tailored engagement strategies that build lasting commitment to the Foundation's long-term sustainability. The position requires a combination of strong relational skills, strategic fundraising expertise, and the ability to convey the impact of giving on maternal health outcomes in Africa.

Part time and location: this is a 3 day a week role, Wednesday through Friday and is work from home, although regular meetings will be required with the General Manager and team so preference will be given for someone located in north/northern Sydney suburbs. The team meets regularly in Gordon NSW 2072.

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### Key Accountabilities

#### Bequests

The Board has approved a bequest strategy, "Friends of Barbara May Foundation". Our 5 Year Strategy includes bequests as a key component of future growth for the Foundation. An Operational Plan tracks the team's success, including Bequests and Major Giving.

- Lead the development and implementation of our bequest strategy, "Friends of Barbara May Foundation".
- Manage and grow a portfolio of confirmed and prospective bequest donors.
- Steward bequest donors with personalised engagement, updates, and recognition.
- Work on estate administration including liaising with executors and solicitors regarding settlement of estates.
- Track and produce reports on the state of pending estates and settlements and conversion of estates pending to realised.
- Build and maintain relationships with legal, financial, and estate planning professionals to raise awareness of the Foundation as a charitable option for their clients.
- Maintain accurate, confidential records of future supporters and prospects in the CRM system.
- Ensure compliance with all relevant Privacy and Fundraising Legislation.
- Keep up to date with best practices and current trends.

#### Major Giving

- Personally cultivate and solicit gifts at the 5–6 figure level, with tailored proposals and stewardship plans.
- Work with the General Manager and Medical Director to identify new major donor prospects and leverage networks.
- Assist General Manager and Medical Director with existing major donors as needed.
- Contribute to the preparation of proposals, cases for support, and impact reports.
- Develop tailored engagement and solicitation strategies.
- Provide regular reports and insights on donor engagement, pipeline, and revenue forecasting.
- Contribute to organisational culture by modelling donor-centricity, collaboration, and alignment with Foundation values.

You will be an integral part of the team through the following:

- **Living the mission** – embodying the values of Compassion, Integrity and Respect in all donor and stakeholder relationships.
- **Collaborating across the Foundation** – working closely with the General Manager, Medical Director, Board, and colleagues in Australia and East Africa to align fundraising with program needs and impact.
- **Championing donors and future supporters**– ensuring their generosity is acknowledged, their intent respected, and their connection to the Foundation strengthened.
- **Driving growth** – leading initiatives that expand sustainable revenue through bequests and major giving.
- **Sharing knowledge** – contributing insights, data, and best practice to help shape the Foundation’s fundraising strategies.
- **Supporting team culture** – contributing to a supportive, purpose-driven team environment where successes are celebrated and challenges are shared.

As the Bequest and Major Giving Manager you will:

- Build, nurture, and steward meaningful relationships with major donors and future supporters, ensuring they feel valued and connected to the Foundation’s mission.
- Design and implement strategies to grow confirmed and prospective bequests, as well as major donor contributions.
- Engage directly with donors, prospects, and their advisers with warmth, empathy, and professionalism.
- Partner with the General Manager, Medical Director, Board, and colleagues to identify, cultivate, and secure transformational gifts.
- Prepare tailored proposals, reports, and updates that demonstrate the impact of donor support.
- Maintain accurate, confidential records and manage donor pipelines in the CRM.
- Contribute to the overall Fundraising Strategy and Operational Plan, delivering income targets and building long-term sustainability.
- Represent the Foundation at donor meetings, events, and community engagement opportunities.
- Work collaboratively as part of a values-driven team, supporting the Foundation’s mission of safe motherhood in Africa.
- Keep up with developments across the internal team to ensure the General Manager can be provided with timely and relevant advice and information.

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### Role Reporting

This role reports to the **General Manager**. You will also work closely with the Medical Director, Senior Finance Manager and Database and Donor Administration Manager.

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### Your Key Capabilities

- **Relationship building** – ability to develop and sustain trusted, long-term connections with donors, future supporters, and professional advisers.
- **Communication** – excellent written and verbal skills, with the capacity to engage and inspire diverse audiences.
- **Fundraising expertise** – experience in major giving, bequests, or transferable high-value relationship management.
- **Stewardship and care** – sensitivity, empathy, and discretion when working with donors on personal matters such as wills and estates.
- **Strategic thinking** – ability to plan, implement, and evaluate donor engagement and income growth strategies.
- **Organisation and follow-through** – strong project management and CRM skills to track, report, and deliver outcomes.
- **Collaboration** – a team player who contributes to a positive, supportive culture across the Foundation.
- **Values alignment** – deep commitment to the Foundation’s mission and values of compassion, dignity, and service.

### Individual leadership:

- **Owning the job** - Take ownership for all responsibilities and honour commitments within your own role and strive to achieve goals with a "can-do" attitude to levels of excellence.
- **Perseverance** - Remain committed to completing the job in the face of obstacles and barriers.
- **Timeliness of work** – Set achievable timeframes and work to complete projects, tasks and duties on time.
- **Improving performance** - Work with others and offer suggestions to find ways of doing the job more effectively.

### Business Acumen

- **Organisational operation** - display awareness of the Foundation’s goals and understand how personal objectives relate to those goals.
  - **Organisational objectives** – Understand how organisational vision and values apply to issues in the team.
  - **Develop and grow the support of the Foundation** – Understand team and organisational goals and collaborate with the General Manager and other team members to achieve them.
  - **Make sound decisions** – Analyse problems, seek input from relevant people and then take appropriate action to implement the most effective solution in a timely manner.
  - Handling confidential and sensitive information with discretion.
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## Qualifications and Experience

Bachelor's degree qualification in a relevant field or equivalent experience.

- Minimum 5 years' experience in bequest and major gift fundraising.
- Strong understanding of philanthropy, wills and estate planning.
- Demonstrated track record of securing bequests and major gifts and building long-term donor relationships.
- Understanding of estate planning and the motivations of bequest giving (experience liaising with legal/financial advisers desirable).
- Proven ability to engage with and steward donors, clients, or stakeholders at a senior level.
- Excellent written and verbal communication skills, with experience preparing proposals, reports, and donor communications.
- Experience using CRM systems and managing donor or client pipelines.
- Excellent interpersonal skills with the ability to engage senior stakeholders, board members, and high-net-worth individuals.
- Strong organisational and project management skills, able to prioritise competing demands.
- Experience in not-for-profit fundraising, preferably in international aid or health, will be highly regarded.
- Alignment with the mission and values of the Barbara May Foundation.

You will be organised, systematic, thorough, disciplined and be friendly and professional when dealing with Barbara May Foundation staff, board members, donors, staff, and suppliers. You will be self-motivated and expected to provide innovative ideas to solve problems. It is expected that you will be developing good skills navigating a small but complex not-for-profit.

## Compliance

- A National Police Check
- A current Australian Driver's License

## Apply Now

Enquiries: please direct all questions via [info@barbaramayfoundation.com](mailto:info@barbaramayfoundation.com)

Applications: please submit an up-to-date CV and a cover letter (2–3 pages max) outlining your primary skills and experiences relevant to this role.

Closing date:

<b>Employee Name:</b>	Click here to enter text.	<b>Manager's Name:</b>	Karen Baker
		<b>Title</b>	General Manager
<b>Date:</b>	Click here to enter text.	<b>Date:</b>	
<b>Signature:</b>		<b>Signature:</b>	