



POSITION DESCRIPTION

Position Title:	Fundraising Manager
Department:	Fundraising and Communications Team
Date:	March 2019
Reporting To:	Chief Executive Officer
Positions Reporting to this role:	Grants and Communications Officer TBC
Internal Liaisons:	Leadership team, Allied health professionals, Early Childhood Directors and Educators, Family Day Care staff, Business Services staff.
External Liaisons:	Donors and Supporters, Foundations, Benefactors, Corporate Volunteers, Community Groups, Government, Families, Community Organisations, Councils, Partner organisations, Local Communities.

Company Overview

The Infants' Home Child and Family Services has been a leading provider of high quality early childhood education and care, allied health and early intervention services for children and families for over 145 years. The key focus of our work is supporting families and children experiencing hardship or vulnerabilities to make a more positive future. The values of The Infants' Home Child and Family Services are integrity, diversity, collaboration and innovation.

Position Purpose

The Infants' Home Child and Family Services relies on fundraising activities to provide high quality integrated services to children and families, particularly those experiencing vulnerabilities or complex needs. The Fundraising Manager is responsible for managing the organisations' fundraising program to ensure those funds are sourced and secured, maintaining strong relationships with partners, donors and volunteers, and maintaining the donor database.

In addition, the Fundraising Manager is responsible for overseeing fundraising communication materials (including donor newsletters, annual reports, social media and campaign collateral) and managing promotion of our brand.

Responsibilities:

1. Key Responsibilities

a) Leadership and Strategy

- Providing advice to the CEO, Board and management on emerging trends, compliance and best practice developments in fundraising
- Leading projects related to the Strategic Plan, ensuring staff are engaged and objectives are met
- Working with the Leadership and Management teams to shape the culture of philanthropy across the organisation
- Contributing to the operational management of the organisation as part of the Leadership team
- Leading the Fundraising and Communications team to achieve success through coaching, mentoring and monitoring team and individual key performance indicators
- Representing The Infants' Home at external meetings, functions and presentations

b) Fundraising and Philanthropy

- Managing all aspects of The Infants' Home's fundraising program including major donors, trusts and foundations, appeals, regular giving, direct marketing, workplace giving, bequests, community fundraising and capital campaigns
- Developing, implementing and evaluating fundraising strategies and campaigns (i.e. bequest program, capital campaign)
- Ensuring that fundraising and grant seeking is conducted in accordance with governance requirements, including relevant legislation and the Fundraising Institute of Australia Code
- Monitoring The Infants' Home's grants program including grant identification, application, update and acquittal reporting, and supporter liaison
- Initiating, developing and nurturing a strong base of donors and supporters
- Maintaining the donor database, donor segmentation and donor stewardship activities
- Preparing and presenting comprehensive reports, project briefs, submissions, letters and other modes of communications to the CEO and Board
- Overseeing the development of fundraising communication materials (including website, publications, donor newsletters, annual reports, EDMs, fundraising appeals, social media and promotional collateral) to ensure materials are produced in accordance with the Style Guide, privacy and intellectual property requirements

c) Corporate Volunteer Program

- Managing the Corporate Volunteering program with the view to maximising the support corporate, community and educational groups are able to provide The Infants' Home to assist with ongoing operations
- Seeking opportunities to engage volunteers in other aspects of the organisation (e.g. conversion to donors)
- Ensuring that volunteer involvement is in line with the National Standards for Volunteer Involvement

2. Professional Conduct

- Exercise due care, skill and judgement and act at all times in accord with applicable professional ethics, principles, legislation and standards
- Be involved in regular performance appraisals and individual training plans
- Work at all times within the guidelines of policies and procedures of The Infants' Home
- Identify and attend relevant continuing education and professional development opportunities
- Keep abreast of current research relating to fundraising, philanthropy, communications and marketing
- Promote the understanding and application of diversity

3. Compliance and Organisational Requirements

Ensure activities within the area of responsibility comply with:

- National law and regulations
- National Quality Standards
- Early Years Learning Framework
- Work Health and Safety legislation
- Child Protection Legislation
- The Infants' Home vision, mission, policies, procedures and strategic goal
- Australian Charities and Not-for Profits Commission (ACNC) governance standards
- Fundraising Institute of Australia Code
- National Standards for Volunteer Involvement

4. Risk Management

- Follow policies and procedures to ensure compliance
- Maintain a safe, healthy and clean environment
- Identify hazards and take action to remove these hazards
- Ensure that all of the Work Health and Safety requirements are met
- Identify risks and report them in a timely manner

5. General

- Carry out all duties, responsibilities and specific tasks related to the role as well as specific duties allocated by the CEO
- Participate in research as required
- Assist in supporting student placement programs as required

PERSON SPECIFICATION

Experience/attributes

- an experienced fundraising and philanthropy leader
- proven success in strategic fundraising management
- ability to raise significant revenue from various streams
- able to identify and cultivate relationships with high net worth individuals, corporations, benefactors and government
- confident and comfortable in making high level 'asks'
- committed to working with staff across the organisation to build a culture of philanthropy across staff, volunteers and stakeholders
- able to lead a small team in a very hands-on role

Selection Criteria

- Demonstrated ability to devise and establish sound fundraising strategies and campaigns (i.e. a bequest program, capital fundraising program)
- Proven success in building rapport with internal and external stakeholders, nurturing relationships, driving major gift cultivation and solicitation
- Demonstrated ability to develop and implement donor stewardship activities and engage donors in the work of the organisation
- Extensive experience in donor segmentation, prospect research, data analysis
- Knowledge of and compliance with governance requirements, including relevant legislation and the Fundraising Institute of Australia Code
- Sound knowledge of and experience in online and traditional communications channels
- Excellent negotiation, influencing, communication and presentation skills
- Strong business acumen including well-developed budgeting, forecasting and reporting skills
- Excellent people management skills with an ability to foster innovation and collaboration, and to coach and mentor your team to achieve/exceed individual and team goals
- Unrestricted working rights in Australia, and must either hold or be able to obtain a valid Working with Children Check prior to employment

I have read and agree to undertake the duties as outlined:

Name

Signature

Date