

# ROLE STATEMENT

<b>Role Title:</b>	Fundraising Manager
<b>Department:</b>	Partnerships & Communications Department
<b>Location:</b>	Brisbane
<b>Reports to:</b>	Director of Partnerships

Direct Reports (roles):	Total Number of Reports (head count):
Fundraising co-ordinators x 3 Grants & Sponsorship Delivery Manager Strategic Data Co-ordinator Supporter Care Administrator	6

SU QLD Vision & Mission
<p>Our <b>mission</b> is to bring God's love, hope and good news to children and young people and their families.</p> <p>Our <b>vision</b> is to see each child and young person connected and supported in community, serving others, and experiencing fullness of life.</p> <p>SU QLD is an inter-denominational Christian organisation which has worked in schools for more than 80 years and has successfully employed chaplains since 1990. We have more than 700 people and a highly valued network of 3500 volunteers.</p>

Purpose of Role
<p>The Fundraising Manager is responsible for the development and implementation of the annual Fundraising Strategy and Action Plan. You will empower the Fundraising team to ensure all objectives, targets and overall annual budget is achieved. The Fundraising Manger is accountable to manage and grow our relationships with existing partners and is responsible for identifying, securing and fostering financial and in-kind support from new corporate partners, government, not-for-profits, major donors and local supporters.</p>

Key Relationships	
<b>Internal</b>	<ul style="list-style-type: none"> <li>○ Director of Partnerships</li> <li>○ Department Heads and Executives</li> <li>○ Partnerships &amp; Communications Department</li> <li>○ Direct and indirect reports within the Fundraising team</li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>○ SU QLD supporters, donors &amp; sponsors – current or prospective</li> <li>○ Corporate partners – current or prospective</li> <li>○ Not-for-profits organisations – current or prospective</li> <li>○ Private Ancillary funders, community funders and grant-makers – current supporters or prospective</li> </ul>

Key Accountabilities	Expected Outcomes
<p><b>1. Fundraising strategy creation and implementation.</b></p> <ul style="list-style-type: none"> <li>○ Oversee the implementation and growth of fundraising strategies across all areas of the business.</li> <li>○ Work with the Finance department and the Executive team to set the annual revenue budget.</li> <li>○ Lead and provide guidance to the fundraising team to deliver on challenging revenue targets.</li> <li>○ Prepare regular Board reports addressing all Fundraising strategies.</li> <li>○ Identify opportunities to grow and diversify current revenue streams.</li> <li>○ Work alongside the Marketing &amp; Communications Manager to develop donor engagement and communication plans.</li> <li>○ Working with the Marketing &amp; Communications Manager and the Events Manager to create and oversee cultivation and fundraising events.</li> </ul>	<ul style="list-style-type: none"> <li>○ To consistently have an approved strategic plan across all areas of the business in place.</li> <li>○ To achieve overall annual revenue budget.</li> <li>○ Positive feedback from CEO and Executive team in regards to the quality of the Board reports prepared..</li> <li>○ Positive feedback from other relevant managers such as Marketing &amp; Communications Manager and the Events Manager in regards to displaying our ‘work together’ value.</li> </ul>
<p><b>2. Philanthropy – Major Gifts</b></p> <ul style="list-style-type: none"> <li>○ Develop a strategy to increase revenue across major donor fundraising.</li> <li>○ Grow and develop long term and long-lasting relationships with donors, increasing their level of giving.</li> </ul>	<ul style="list-style-type: none"> <li>○ The major givers segment meets revenue targets with a clear strategy towards exceeding them.</li> <li>○ The major giver segment is growing in numbers along with the targets set.</li> <li>○ The major donor segment meets revenue targets with a clear strategy towards exceeding targets and transferring the donors up the donor pyramid.</li> </ul>

<p><b>3. Partnerships &amp; Sponsorships</b></p> <ul style="list-style-type: none"><li>○ Develop a Partnership Plan to identify and establish new corporate sponsors and partnerships that are in line with SU QLD's Strategic Priorities, values, and brand Policy.</li><li>○ Manage, support and grow relationships with existing major strategic partners and key corporate supporters by engaging and selling additional fundraising opportunities including workplace giving, employee volunteering, sponsorship, third party fundraising, in-kind and other relevant ways of support.</li><li>○ Monitor and report to partners on a regular basis with the view to grow the relationship and enhance partner opportunities.</li><li>○ Development and negotiation of Partnership Agreements and project managing the delivery of these against agreed partnership objectives, ensuring agreed deliverables are appropriately met according to their sponsorship level.</li><li>○ Working with the Marketing and Communications Manager to develop marketing/PR campaigns, sponsorships or corporate responsibility plans for partnerships.</li><li>○ Support the Event Manager to secure sponsors for major events.</li></ul>	<ul style="list-style-type: none"><li>○ Growth of new corporate sponsors and partnerships in line with targets.</li><li>○ Sponsorship and corporate givers growth meets agreed targets with a clear strategy towards exceeding them.</li><li>○ Positive feedback from our business and corporate partners in regards to relationship and opportunities.</li><li>○ Ensuring all sponsors and corporate partners have their agreed deliverables appropriately met according to their sponsorship level.</li><li>○ All events have the sponsorships in place as per targets agreed on.</li></ul>
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<p><b>4. Team Leadership</b></p> <ul style="list-style-type: none"><li>○ Prioritise, delegate, oversee and co-ordinate the day to day operational and administrative functions and lead the team to promote acceptable service delivery standards.</li><li>○ Plan and facilitate the development and coordination of training for the team.</li><li>○ Plan and provide orientation and induction of new team members for their role.</li><li>○ Review performance against goals and establish an annual development/learning plan with each staff member.</li><li>○ Performance issues are identified and remedied quickly through two-way communication. All serious or ongoing issues should be escalated up to the Department Executive and People Services before any action is taken.</li><li>○ Monitor attendance and approve leave arrangements for people who report to your role.</li><li>○ Make recommendations to People Services to update individual Role Statements on an annual basis after Department goals have been set and before Performance goals are set.</li><li>○ Develop and maintain the procedures manual and recommend improvements to other relevant procedures as necessary.</li><li>○ Undertake regular meetings, conduct training and arrange technical with the outcome of developing staff skills and knowledge.</li><li>○ Monitor the health, well-being, welfare and morale of the team.</li><li>○ Oversee the equitable distribution and balance of workload.</li></ul>	<ul style="list-style-type: none"><li>○ The team is clear about responsibilities and meets the expectations of their roles.</li><li>○ Receive regular feedback on performance.</li><li>○ Trained and proficient at delivering on their responsibilities.</li><li>○ The team is supported to achieve their best performance by ensuring they are resourced, consulted, and treated with respect.</li><li>○ The team demonstrates a willingness to cooperate within the team by being flexible, assisting when required, sharing information and respecting fellow employees.</li></ul>
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<p><b>5. Risk Compliance</b></p> <ul style="list-style-type: none"> <li>○ Check that a new team member has been taken through an induction program and understands their compliance obligations with the Health &amp; Safety Policies, Guidelines &amp; Procedures, particularly about reporting all hazards and incidents.</li> <li>○ Remind current team members on a regular basis of their compliance obligations, and inform them of any legislative or policy or procedure changes relating to Health &amp; Safety.</li> <li>○ Check that a new team member understands the Organisation's expectation to maintain a healthy workplace free from harassment where all staff are treated with respect and dignity as detailed in the Workplace Bullying Prevention Policy.</li> <li>○ Remind current staff on a regular basis of their compliance obligations, and inform them of any legislative or policy or procedure changes relevant to their role.</li> <li>○ Maintain a section free from discrimination in support of the Anti-Discrimination Act 1991, federal and state legislation and internal policy.</li> </ul>	<p>Compliance and risk are understood and mitigated within your area.</p>
<p><b>6. Team contribution</b></p> <ul style="list-style-type: none"> <li>○ Contribution to the team and in wider organisation based activities.</li> <li>○ Actively participate and contribute in meetings and activities.</li> <li>○ Provide support and assistance in undertaking project tasks as required which leads to implementation of continuous business improvements and processes.</li> <li>○ Provide back up to other team members as required.</li> <li>○ Participate in wider organisation-based activities and learning opportunities.</li> <li>○ Comply with WH&amp;S policy and procedures.</li> <li>○ Protect own health and safety.</li> <li>○ Protect safety of others.</li> <li>○ Report hazards, risks and all incidents.</li> </ul>	<ul style="list-style-type: none"> <li>○ Positive feedback from the Director of Partnerships and relevant colleagues.</li> </ul>

**Qualifications**

- Required: Min 3 years' fundraising and partnership experience in the not-for-profit sector.
- Preferred: CFRE or FIA Certificate of Fundraising or Degree qualified in business, fundraising or marketing related disciplines.

## Competencies

Competency	Definition
<b>Collaboration</b>	Working effectively with others in the organisation outside the line of formal authority (such as peers in other departments or senior management) to accomplish organisational goals and to identify and resolve problems.
<b>Oral communication</b>	Presenting ideas effectively when given time for preparation (including non-verbal communication and use of visual aids); targeting presentations to the characteristics and needs of the audience.
<b>Written communication</b>	Expressing ideas clearly in any written format that have appropriate organisation and structure.
<b>Rapport building</b>	Creating continuing compatibility; getting along well; proactively developing relationships.
<b>Initiative</b>	Asserting one's influence over events to achieve goals; self-starting rather than accepting passively, taking action to achieve goals beyond what is required, being proactive.
<b>Financial astuteness</b>	Understands financial data and can manage financial resources, including budgets and resource allocation.
<b>Information monitoring</b>	Setting up ongoing procedures for collection and review of information necessary for the management of projects; taking into consideration the skills, knowledge, and experience of the responsible individuals and characteristics of the assignments.
<b>Managing change</b>	Understands the complexities and processes involved in managing an organizational change program, including communication strategies and redefining organizational expectations.
<b>Strategic leadership</b>	Creating and achieving a desired future state (vision) through influence on organizational values, individual and group goals, reinforcements and systems.
<b>Strategic planning</b>	Establishing a course of action to accomplish a long-range goal or vision; allocating resources – human, material, financial; defining intermediate goals and contingencies.
<b>Team influence</b>	Using appropriate interpersonal styles and methods to inspire and guide individuals (or a team) toward goal achievement; modifying behaviours to accommodate the tasks, situations and people involved.

### Additional Requirements

SU QLD requires that the incumbent to be:

1. able to subscribe to the aims, beliefs and working principles of SUI
2. able to demonstrate a living and personal relationship with Jesus Christ
3. able to show strong Christian character evidenced by servant leadership, valuing of people in general and marginalised people in particular



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| <ol style="list-style-type: none"><li>4. a respected member of a local Christian church we recognise</li><li>5. a holder of a "Blue Card" from the Blue Card Services Department for the purposes of child related employment</li><li>6. current driver's license – travel is a requirement of this position.</li><li>7. willing to work under SU QLD's Staff Code of Conduct</li></ol> |
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<b>Developed by</b>	Director of Partnerships & People Services Business Partner
<b>Checked by</b>	Employee Relations Manager & Director of Partnerships
<b>Approved By</b>	(Director of People Services)
<b>Effective Date</b>	October 2018