

# Position Description

<b>TITLE OF POSITION:</b>	<b>FUNDRAISING AND PARTNERSHIPS MANAGER</b>
<b>POSITION TYPE:</b>	<b>FULL TIME, PERMANENT</b>
<b>TEAM:</b>	<b>STRATEGY AND OPERATIONS</b>
<b>REPORTS TO:</b>	<b>DIRECTOR OF STRATEGY AND OPERATIONS</b>
<b>DIRECT REPORTS:</b>	<b>PARTNERSHIPS AND EVENTS OFFICER</b>
<b>LOCATION:</b>	<b>MELBOURNE</b>
<b>DATE ESTABLISHED:</b>	<b>AUGUST 2018</b>

**ABOUT NO TO VIOLENCE**

No to Violence works to bring about the changes our community needs to eliminate men's use of family violence. For 25 years, we have been working directly with men who use family violence to support them to change. Our expertise in their behaviour, attitudes and choices has enabled us to develop standards, programs and training, and lead policy development. At the centre of our work is the safety of partners, women and children, as by ending men's violence families can have happier, safer and more fulfilled lives.

**PURPOSE OF THE POSITION**

Reporting to the Director of Strategy and Operations, the Fundraising and Partnerships Manager will generate income and build relationships to support No to Violence to achieve its vision of working with men to end family violence.

The Fundraising and Partnerships Manager will develop and implement a strategy to generate revenue growth through a range of fundraising and business development activities. This will include building on existing income streams, identifying new opportunities and securing funding from sources including government tenders, philanthropic grants, major donors, events and community fundraising, as well as fee-for-service offerings. This role will also develop partnerships with key external stakeholders.

The Fundraising and Partnerships Manager is responsible for managing all aspects of fundraising and business development, including compliance, applications, reporting and acquittals, in addition to ensuring systems are in place to manage donor and stakeholder data. This role will monitor, evaluate and report on activity and on success against targets. The Fundraising and Partnerships Manager will work with the Practice and Learning Team to identify activities requiring funding and opportunities for partnerships, and with the Communications Team on implementation and engagement activities.

The role is based in Melbourne. Regional and interstate travel will be required from time to time.

# Position Description

KEY RESULT AREAS	
KEY AREA	KEY ROLES AND RESPONSIBILITIES
<b>STRATEGY, REPORTING AND ANALYSIS</b>	<ul style="list-style-type: none"> <li>• Contribute to the development and delivery of the No to Violence organisational strategic plan</li> <li>• Develop and implement fundraising, business development and partnerships strategies to achieve growth and sustainability targets, and build and strengthen key external relationships</li> <li>• Monitor, evaluate and report on delivery of these strategies to identify opportunities for team and organisational improvement, and implement improvements</li> <li>• Develop systems and processes for fundraising, business development and partnerships data management (CRM)</li> <li>• Contribute to budget development and manage activities within budget</li> </ul>
<b>FUNDRAISING, BUSINESS DEVELOPMENT AND PARTNERSHIPS ACTIVITY</b>	<ul style="list-style-type: none"> <li>• Collaborate with the Practice and Learning Team to identify projects and programs requiring funding, and opportunities for partnerships</li> <li>• Identify opportunities for income generation through fee-for-service and fundraising activities, including Commonwealth, State and Local Government funding; philanthropic grants; major donors; regular giving; community fundraising and events, and develop associated programs and activities</li> <li>• Develop and maintain strong relationships with external stakeholders, including partners, major donors, trusts and foundations, and corporates</li> <li>• Manage the grant or tender application process from start to finish, including developing proposals, writing applications, developing budgets, developing project timelines/deliverables, and devising and maintaining a prioritised grants calendar</li> <li>• Develop and implement fundraising policies and procedures, and maintain all necessary registrations, to ensure compliance with fundraising legislation</li> <li>• Prepare acquittals and progress reports for funders</li> <li>• Prepare MOUs to strengthen key partnerships</li> <li>• Work with the Communications Team to develop collateral and the organisation's website in line with organisational branding, and engage with stakeholders</li> </ul>
<b>MANAGEMENT AND LEADERSHIP</b>	<ul style="list-style-type: none"> <li>• With the CEO and Director of Strategy and Operations, lead the development of a culture of fundraising and business development across the organisation</li> <li>• Manage the Fundraising and Partnerships Team, bringing about a level of continuous improvement and an increased standard of excellence through induction, work plans, feedback, appraisal, training and professional development</li> <li>• Remain up-to-date in your knowledge of the Family Violence sector and allied sectors, and in business development, partnership and fundraising opportunities</li> <li>• Ensure best practice in all activities</li> </ul>

# Position Description

## EXPERIENCE AND QUALIFICATIONS

### ESSENTIAL:

- Minimum 3 years' senior fundraising experience, including strategy development and implementation
- Proven ability to identify new opportunities and develop proposals to secure funding in an Australian context
- Successful outcomes from grant or tender writing, in addition to other fundraising strategies
- Excellent ability to manage relationships and communicate verbally and in writing with a diverse range of stakeholders and for a variety of purposes
- Knowledge of managing stakeholder data (CRM)
- Demonstrated understanding of finance, analysis and reporting to stakeholders
- Ability to work independently to manage projects successfully and adhere to tight deadlines

### DESIRABLE:

- An understanding of the gendered nature of family violence and the need for appropriate responses through working with men

## SKILLS, KNOWLEDGE AND EXPERIENCE:

<i>Technical skills</i>	<ul style="list-style-type: none"> <li>▪ Excellent written and verbal communication skills, and presentation skills</li> <li>▪ Demonstrated capacity to work to deadlines, tight timeframes, and to a high standard</li> <li>▪ Excellent planning and organisational skills</li> </ul>
<i>Professional Knowledge</i>	<ul style="list-style-type: none"> <li>▪ A thorough understanding of fundraising legislation and compliance in Australia</li> <li>▪ Strong knowledge of fundraising in an Australian context</li> </ul>
<i>Office Skills</i>	<ul style="list-style-type: none"> <li>▪ Technologically literate</li> <li>▪ Competent in the use of MS Office software</li> <li>▪ Skilled in analysing data and using CRM</li> </ul>
<i>General Managerial Abilities</i>	<ul style="list-style-type: none"> <li>▪ Strong leadership and interpersonal skills</li> <li>▪ Ability to influence others, with excellent team building, collaboration and partnering skills</li> <li>▪ Ability to manage and measure work including clearly assigning responsibility for tasks and decisions; setting clear objectives and measures; and monitoring process, progress and results</li> <li>▪ Provides a focus on innovation management to create a learning and participative environment</li> </ul>

# Position Description

## OTHER REQUIREMENTS

All employees of No to Violence are required to:

- Adhere to, and comply with No to Violence's organisational policies, processes and procedures, using appropriate systems where required
- Model the organisation's values and associated behaviours, including a positive contribution to workplace harmony and displaying cooperative team behaviour
- Commit to working inclusively with Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse communities, LGBTI people and people with disabilities
- Proactively communicate, identify, report, assess OHS related risks and hazards
- Be legally entitled to work in Australia
- Have a current Australian police check (and international where applicable), and current Working With Children Check (applicable roles only)

## PERSONAL ATTRIBUTES

- Decisiveness, drive and commitment
- Relationship building with a strong client service focus
- Developing self and others
- Empathy and cultural awareness
- Commitment to No to Violence's values and culture
- Ability to observe confidentiality, use discretion and initiative and work in a professional and ethical manner at all times
- Positive and enthusiastic attitude
- Confident with a high degree of motivation and initiative

## ESSENTIAL SKILLS

<b>Leadership</b>	Strong leadership skills and the ability to develop effective working relationships with external stakeholders, government departments, staff and Board
<b>Management</b>	Proven skills in managing day to day operations in a busy working environment
<b>Integrity</b>	Maintains the highest standard of personal conduct in performing all duties
<b>Reliability</b>	Can be relied and depended on to get the job done
<b>Accountability</b>	A willingness to challenge and be challenged
<b>Commitment</b>	A strong focus on delivering the best outcomes for service users and their families; members; partners; funders; and others involved with No to Violence. A positive and enthusiastic attitude.

Signature of Job Holder \_\_\_\_\_ Date signed \_\_\_\_\_