



Major Gift Fundraiser

Position Description

Employer:	Climate for Change
Responsible to:	CEO
Location:	673 Bourke St, Melbourne
Work Type:	Part time - 0.6 FTE
Salary:	\$55,715 p.a. <u>pro rata</u> plus super

This is an exciting opportunity for someone with passion, commitment and drive to make a big difference to the way Australia responds to climate change.

It is a perfect position for someone with the right qualities and commitment to build their skills in major donor fundraising. Previous experience preferred but training and mentorship are also provided.

It is currently for twelve months, with the possibility of being extended subject to further funding (that's why we need YOU). The position is subject to a six months' probation period.

About Climate for Change

Climate for Change is a volunteer-powered not-for-profit based in Melbourne. Our mission is to create the social mandate in Australia for effective action on climate change. To do this we use a 'Tupperware party' style model of small gatherings in people's homes, each of which generates at least one more. This is a unique model within the climate movement that allows both deep engagement and exponential growth.

We know our leaders, political and otherwise, will not do what is needed on climate change without a critical mass of Australians demanding such action. We know the majority of Australians do support action on climate change, but this support is passive and easily displaced by issues that people feel closer to, less confused about and more able to act on.

As an organisation we aim to bring climate change to the forefront of public concern by: reaching out to people who are sympathetic to action, but not yet engaged with or active on the issue; then inspiring and supporting them to take effective action and to have meaningful conversations with their family and friends about climate change.

We are the only organisation in Australia dedicated to supporting people to have more effective conversations about climate change.

Further information is available at our website: www.climateforchange.org.au.



About the Role

Over the last four years, Climate for Change has built, from scratch, a supporter base of over 14,000 people, including more than 100 active volunteers. From this base we have raised almost all of our funds via crowdfunding and other community fundraising efforts.

As part of our efforts to become financially sustainable in the long term, we are building our internal fundraising capabilities by investing in a Major Gift Fundraiser.

We are searching for someone who can work with our strengths to grow our community and diversify our income streams through major gift fundraising. Your role will be focused on major donor prospecting, cultivating and asking, along with building strong relationships with our current and future donors. Your work will further intersect with our current regular giving program and crowdfunding efforts, and will include supporting our CEO and other staff with grant applications as necessary.

You will be supported in your role by our CEO, the Community Fundraising Manager and our Board Fundraising Subcommittee. Where necessary, you will receive mentorship, training and support to develop and implement fundraising strategies.

This position requires excellent organisational and communication skills, a donor-centric mentality and a proactive, positive attitude.

Key Responsibilities

- Work with Climate for Change's Director, Community Fundraising Manager and Fundraising Subcommittee to deliver Climate for Change's major gift fundraising strategy, meeting fundraising goals set in that strategy.
- Develop a portfolio of donor materials and fundraising 'packages' to send to potential givers.
- Manage a caseload of donors by building on existing relationships and prospecting and cultivating new ones.
- Routinely contact our major regular givers to maintain and build on their support and send them regular written updates.
- Contribute a major donor teaching component (materials and facilitation time) to our Communications and Fundraising Fellowship program.
- Together with the CEO, organise gift matching with external organisations to support the charitable donations received through our annual crowdfunding event.



Key Selection Criteria

- Passion for and commitment to Climate for Change's mission and work
- Proven relationship management, interpersonal, negotiation and communication skills (both written and verbal) to develop relationships with stakeholders at all levels
- People-centred attitude and work-style
- Comfortable working both independently and in teams, and able to lead initiatives as well as take direction from others
- Ability to develop and maintain systems to effectively manage the donor caseload
- Ability to adapt to a fast-paced working culture, including jumping on new opportunities as they arise
- Highly organised with exceptional time management skills
- High attention to detail

Desirable criteria

- Experience in fundraising and/ or sales
- Experience with CRM practices, donor conversion and exposure to Nationbuilder
- Experience with not-for-profit or charitable organisations
- Experience with a climate-focused organisation or a strong understanding of the climate movement in Victoria

If you don't have some of the skills and competencies listed above but you are willing to learn and are passionate about this role, please apply. We know that the best people sometimes have no formal experience but are quick learners. That's why we are committed to ensuring a supportive work environment and will invest in professional development to enable you to build an excellent major gift program for Climate for Change.

To Apply

Please send your application to apply@climateforchange.org.au with a subject line "Major Gift Fundraiser" and the following documents attached:

- a cover letter addressed to Katerina Gaita, CEO;
- a short CV; and
- a document addressing the key selection criteria in two dot-points each.

Applications close 11:59pm Wednesday 4th September 2019.

All written applications will be de-identified, and we encourage applicants from a diverse range of genders, cultures, language groups, abilities, and experiences to apply. People of Aboriginal or Torres Strait Islander descent are strongly encouraged to apply.