|  |
| --- |
| **POSITION DESCRIPTION** |
| **Position Title:** | Officer, Fundraising |
| **Service/Facility/Department:**  | Business Strategy and Tansformation |
| **Direct Reports:**  | Nil |
| **Key Relationships:**  | **Internal:** Marketing and Fundraising team, Anglicare staff and managers |
| **External:** Suppliers, Trusts and Foundations, Government, corporate organisations and donors |

**Position Statement / Overall Purpose**

The overall purpose of the Officer, Fundraisingis to develop and implement a plan to secure Trusts & Foundations, Community Grants, Corporate Partnerships, Government Funding and large donations. The role will be responsible for contributing to the achievement of financial targets and coordinating grant applications and applications to Trusts and Foundations. The Officer, Fundraising will also review and research potential new donors, in an effort to secure large donations as well as devise new programs that could assist with financial targets.

The Officer, Fundraising will work in accordance with the values of Anglicare Southern Queensland (Anglicare) and support core business by providing service, guidance and advice within this position’s specialty area.

**Position Specific Credentials, Qualifications and Other Requirements**

* Current National Police Check
* Current Queensland Driver Licence
* Degree in Fundraising, Philanthropy or similar, with related practical experience

**Key Selection Criteria**

* Proven track record in developing and implementing strategic, long term fundraising to achieve revenue, acquisition and retention goals
* Substantial experience and proven success with Trusts and Foundations and/or Community Grants
* Capacity to develop, implement and maintain successful direct mail campaigns, appeals, major gifts and regular workplace giving programs
* Experience in high-level donor segmentation and acquisition strategies including Corporate Partnerships
* Supporting marketing and communication lead opportunities with successful fundraising strategies
* Advanced research and writing skills; database management experience including reporting and analysis; and advanced Microsoft Office skills
* Strong relationship building, negotiation, networking and business development skills
* Organisational skills in project, budget and time management, working within deadlines and multi-tasking with excellent attention to detail

**Key Accountabilities and Responsibilities**

1. **Accountability: Strategic fundraising support**

***Provide support, assistance and input into fundraising strategies***

**Responsibilities:**

* Assist with the development and implementation of an overarching fundraising strategy for Anglicare and its commissions and agencies
* Assist to evaluate existing fundraising programs and develop new initiatives
1. **Accountability: Operational fundraising and donor management**

***Work collaboratively with stakeholders to drive fundraising campaigns and programs***

**Responsibilities:**

* Assist to develop, implement and drive fundraising campaigns and projects
* Identify appropriate opportunities for Trusts and Foundations, including the compilation and management of a submission calendar
* Support fundraising events and other initiatives, and recognise opportunities with corporate partnerships, workplace giving and capital campaigns
* Manage successful fundraising campaigns, including timeframes, revenue targets and budgeted expenditure
* Ensure continuous improvement through regular research and knowledge of industry trends, standards, practices, benchmarking and competitors

1. **Accountability: Advanced donor development and relationship fundraising strategies**

***Focus on the development and growth of Anglicare donors***

**Responsibilities:**

* Develop and implement an advanced donor development strategy including donor relations and communications, regular giving, major gifts and corporate partnerships
* Grow donor engagement, new and existing donor numbers, average gift size and frequency of giving
* Develop and implement proactive donor engagement communications and recognition programs
1. **Accountability: Fundraising systems, databases and reporting**

***Develop and maintain effective systems to support fundraising strategies and outputs***

**Responsibilities:**

* Develop and implement systems and processes to support fundraising and donations
* Provide database and correspondence management, including consistent and accurate reporting
* Ensure all template documentation is correct and accurate
* Maintain ethical standards and act in accordance with fiduciary and legal obligations of the organisation and fundraising governing bodies
1. **Accountability: Relationships, collaboration and leadership**

***Engage and collaborate with both internal and external stakeholders to build effective relationships***

**Responsibilities:**

* Develop philanthropic, corporate and staff networks, and manage effective relationships with stakeholders involved in fundraising activities and initiatives
* Nurture strong relationships with potential and existing donors and supporters t
* Collaborate with team members for successful mutual outcomes, and support the delivery of fundraising activities
* Create a donor-centric and relationship fundraising culture focused on donor stewardship and cultivation to acquire and retain donors, and successfully move donors through the giving pyramid
* Focus on a team culture that is productive, professional, collaborative and flexible and aligned to organisational values
* Offer support to ensure development activities are planned and implemented

**Other Duties and Requirements**

* Maintain confidentiality, including but not limited to information relating to residents, clients and employees of Anglicare and do not disclose information during or after employment.
* Act in accordance with Anglicare’s Code of Conduct and the organisation’s policies and procedures.
* Ensure that credentials and qualifications set out in this Position Description are current at all times.
* Undertake those tasks outlined on a duties list, or any other tasks delegated to you by your manger or supervisor, provided these requirements are safe, efficient, relevant, legal and within your abilities.
* Undertake work practices in a safe manner and comply with work health and safety instructions, within relevant policies and procedures.
* Undergo relevant evaluations and assessments, as requested by Anglicare, to ensure that the physical and functional requirements of the role can be met.

**Delegation of Authority:**

* In accordance with the Anglicare Delegations of Authority Policy.