Position Description:Fundraising Lead (Philanthropy Specialist)

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| **Position Title:** | Fundraising Lead (Philanthropy Specialist) |
| **Classification:** | SCHADS Level 5  Full-time |
| **Position Number:** | 4.3.37b |
| **Reports To:** | CEO |
| **Direct Reports:** |  |
| **Team** | Marketing, Communications and Fundraising |
| **Key internal contacts** | Chief Executive Officer  Director Clinical and Client Services  Marketing and Communications Lead  Head of Advocacy  Head of Training |
| **Key external contacts** |  |

# PURPOSE OF THE POSITION

The Fundraising Lead (Philanthropy Specialist) will lead the delivery of key fundraising and philanthropy initiatives to grow Full Stop Australia’s income and revenue streams, cultivating constructive funding relationships and ensuring the organisation is best positioned to deliver services for those experiencing sexual, domestic and family violence.

**KEY ACCOUNTABILITIES**

Fundraising Lead (Philanthropy Specialist) will:

* Expand Full Stop Australia’s philanthropic funding base by conducting thorough research, cultivation, solicitation and stewardship around new opportunities and relationships.
* Have a strategic approach to fundraising and fundraiser/donor engagement, finding creative solutions to engage new fundraisers and reactivating lapsed ones.
* Increase income generation by identifying and developing new revenue streams whilst maximising existing opportunities, including trusts and foundations,

community, and direct campaigns.

* Implement Full Stop Australia’s fundraising strategy in line with Full Stop Australia’s strategic and business plans, including:
  + Appeals,
  + Bequests and major giving initiatives;
  + Corporate partnerships and workplace giving;
  + Individual and regular giving;
  + Trusts, foundations, and philanthropic giving;
  + Community fundraising;
  + Donor engagement, acquisition and retention;
  + Conducting research to identify new avenues of potential funding.
* Undertake internal engagement, program design and budget elements to secure new funding for existing and new grants and projects for delivery by Full Stop Australia.
* Ensure appropriate reporting and tracking of donors including keeping full financial records and coordinating the allocation of donations.
* Relationship management and stewardship of community fundraisers, individual donors and regular givers.

The *Fundraising Lead (Philanthropy Specialist)* will also:

* Comply with the organisation’s policies and procedures
* Work in accordance with the organisation’s best practice and quality assurance framework
* Participate in the organisation’s projects and activities
* Attend and actively participate in the organisation’s meetings
* Maintain an awareness of social, political and feminist issues
* Participate in professional development
* Ensure work practices are ethical and comply with Full Stop Australia’s Code of Ethics and the code of the any professional associations the employee may be a member of.

**KNOWLEDGE, SKILLS AND EXPERIENCE**

**Essential**

* 5+ years experience in fundraising, philanthropy or related area.
* Tertiary qualifications or relevant experience in fundraising, philanthropy or related area.
* Existing Networks and relationships in the philanthropy sector.
* Demonstrated experience in writing compelling and successful grant applications.
* Commitment to and understanding of intersectional feminist perspectives on gender based violence.
* Excellent speaking, presentation and interpersonal communication skills.
* Experience in successfully utilising digital platforms content management system and external fundraising platforms to deliver outcomes.
* Demonstrated capability in producing fundraising collateral and/ or campaigns.
* Demonstrated ability in working cross-culturally.
* Proven experience generating significant fundraising income for nonprofit organisations.

Sighted and agreed to by <Position Title>:

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| **Name:** |  |
| **Signature:** |  |
| **Date:** | DD/MM/YYYY |

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| **Current as at:** |  |
| **Review due:** |  |
| **Consultation by:** | <List Appropriate> |
| **Approval by:** | Board, where changes are made |