

Position description

Position Title:	Head of Fundraising & Partnerships
Team:	Fundraising & Partnerships
Reports To:	Chief Executive Officer
Direct Reports:	Direct: Corporate Partnerships Manager and Fundraisings Coordinators Indirect: Senior Partnerships Coordinator
Position Type:	Full time (or part time options considered)
Required Hours:	38 hours per week (1.0 FTE or Part time)
Location:	Brisbane, Sydney or Melbourne as negotiated
SCHADS Pay Level:	7
Effective Date:	November 2024

Position summary

As a member of GIVIT’s Executive Leadership Team, the Head of Fundraising and Partnerships, contributes to the design and implementation of organisational strategic objectives and has specific responsibility for the Fundraising and Partnerships program and team.

Collaborating closely with the CEO and the Board, the Head of Fundraising and Partnerships leads a small, dedicated group of professionals to support the achievement of GIVIT’s annual revenue targets and, ultimately, the organisation’s strategic objectives and mission.

The Head of Fundraising and Partnerships is responsible for the design, development, and implementation of GIVIT’s fundraising and partnership strategy, annual operational plans and budgets. The role is instrumental in driving supporter acquisition, conversion, and stewardship activities to achieve sustainable revenue growth across existing income streams (i.e. corporate partnerships, community fundraising, grants, and individual giving).

The identification and development of additional, creative, and innovative diversified income streams is a core responsibility of this position.

The role may require out of hours, weekend and on-call work, particularly during times of disaster and emergency. Domestic travel will also be required.

Key responsibilities

Function	Task
Fundraising and Corporate Partnerships Program	<ul style="list-style-type: none"> Develop and implement a strategy and annual operational plan and budget, for existing, lapsed, and new individual donors, regular givers, workplace givers, and community fundraisers. Develop and implement a strategy and engagement plan that identifies potential major supporters, fosters existing relationships, and ensures stewardship of relationships with major donors and Trusts and Foundations.

	<ul style="list-style-type: none"> • Engage and support the Corporate Partnerships Manager and Fundraising Coordinators in the development and execution of GIVIT’s Fundraising and Corporate Partnerships Strategy, annual operational plans, and budgets. • In collaboration with the Executive Leadership Team, lead the identification of opportunities, develop and submit proposals, funding submissions, grants and tenders, and acquit all successful applications in accordance with agreed requirements. • In collaboration with relevant technical/content holders, develop proposals for major donors, Trusts, Foundations, Private Ancillary Funds (PAFs) and Public Ancillary Funds (PuAFs) aligned with GIVIT’s strategic objectives, annual funding priorities, and donor funding intentions. • Lead the negotiation of strategic partnerships, funding agreements and contracts. • Identify and develop opportunities for new and diversified income streams that support the development of both core operations and key projects/programs. • Develop and maintain key relationships with high value philanthropic donors, supporters, and prospects. • Develop and maintain strong relationships with internal stakeholders to assist in the planning and execution of all collateral, submissions, and reports. • Work in collaboration with the Marketing and Engagement teams to develop an annual plan of multi-channel, fundraising campaigns
Leadership	<ul style="list-style-type: none"> • As a member of the Executive Leadership Team, work collaboratively in the design, implementation, monitoring, and reporting of organisational strategic objectives. • Role-model GIVIT’s values and behaviours demonstrating a high level of professionalism and performance. • Train, develop, and coach the Fundraising and Corporate Partnership team in relevant organizational policies, procedures, standards, and practice. • Provide appropriate and timely feedback and implement performance management processes that develop and enhance individual and team performances. • Adhere to all applicable Government legislation and organisational policies, procedures, standards, and practices. • In collaboration with Executive Leadership Team, strengthen and enhance GIVIT’s capacity to quantify, measure, and report on the impact of our work. • Effectively lead a team in periods of change, growth and in complex situations.

	<ul style="list-style-type: none"> • Support the GIVIT Board and Committees as appropriate. • At all times ethically, with integrity and good faith and in ways that advance GIVIT objectives, values, and reputation.
Planning and Development	<ul style="list-style-type: none"> • Develop, deliver, monitor and report on GIVIT's Fundraising and Partnerships strategy, annual operational plans, and budgets. • Assist in the ongoing review of organisational priorities and develop funding strategies and workplans that support delivery of the agreed priorities. • In conjunction with the Executive Leadership and Marketing Teams, plan and deliver a calendar of public giving campaigns. • Develop the CRM as a key tool supporting the management of donor relationships, process redesign and automation. • Develop the P2P fundraising platform to maximise support from individual and community fundraisers. • Research and analyse trends and data that inform and guide fundraising opportunities.
Risk Management	<ul style="list-style-type: none"> • Ensure that Fundraising and Partnership activities comply with all applicable laws and regulations, contractual obligations, relevant quality and program standards, organisational policies and procedures, industry codes of conduct, and best practice. • Ensure Fundraising and Partnership program risks are identified, considered, and understood and that corrective action is initiated as required or that the concern is escalated in accordance with policy and procedures. • Identify, analyse, and report on emerging risks and opportunities.
Performance and Reporting	<ul style="list-style-type: none"> • Meet all financial and non-financial KPIs as set by GIVIT's Board and/or Chief Executive Officer. • Prepare regular reports and revenue pipeline reports as and when required for GIVIT's CEO, Revenue Committee, and Board. • Track, evaluate, and report on campaign financial and non-financial outcomes. • In collaboration with the Executive Leadership Team, strengthen and enhance GIVIT's capacity to quantify, measure, and report on the social impact of our work.
Environmental Scanning	<ul style="list-style-type: none"> • Ensure GIVIT's ongoing compliance with Australian (Commonwealth, State and Territory) fundraising legislation, the Fundraising Institute of Australia Code, Australian Consumer Law, and Privacy Act. • Monitor the Australian philanthropic giving and donation management environment for emerging trends and

	<p>developments, and assess the relevance, application and cost/benefit for GIVIT.</p> <ul style="list-style-type: none"> • Strengthen GIVIT's reputation and value proposition. • Identify and action opportunities for strategic partnerships, collaboration, and high-level pro bono contributions.
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Skills & knowledge

Qualifications, Experience and Technical

- Tertiary qualifications in Marketing/Communications; Public Relations; Community Services; Business; or substantial relevant experience.
- 5+ years' experience in senior fundraising positions or equivalent experience generating multi-channel income programs.
- Detailed knowledge of the Australian fundraising, grants, and philanthropic giving environment and demonstrated ability to research and identify funding opportunities.
- Extensive experience designing, developing, and delivering successful, broad-based fundraising strategies, plans, and budgets.
- Demonstrated experience leading projects - planning, implementing, reviewing, and achieving project goals and objectives, within agreed resources, and timeframes.
- Proven ability to effectively lead a team in a dynamic and fast paced work environment, while balancing competing priorities, demands, and risks.
- Ability to analyse complex situations, apply a problem-solving approach, and exercise good judgement in decision making.
- Proven performance negotiating and influencing strategic partnerships, funding agreements, and contracts.
- Experience in the use of fundraising CRMs such as Salesforce and Raiser's Edge.
- Competent application of technology, Outlook, Microsoft Office, Teams, and apps.
- Competent and confident in media appearances and public speaking.

Leadership

- Proven ability to translate organisational strategy and goals into operational plans and budgets, individual, and team goals.
- Demonstrated ability to deliver individual and team outcomes within agreed parameters.
- Continually develop and evolve strategies, systems, skills, and capacity of the team.
- Extensive experience leading and managing a diverse team, including remotely based team members.
- Proven experience training, developing, and motivating teams to achieve individual and team goals, tasks, and responsibilities.
- Experience managing team and individual performance - including providing specific, timely, and appropriate feedback.
- Proven ability to effectively lead a team in periods of change and in complex situations.

Personal

- Personal alignment with GIVIT's Purpose, Mission, Vision, and Values.
- Ethically motivated professional who acts with integrity.

- Proven interpersonal skills with the ability to collaborate effectively and develop good working relationships with both internal and external stakeholders.
- Excellent communication, both verbal and written to a diverse range of stakeholders and audiences.
- Excellent personal work ethic with a thorough understanding of confidentiality and privacy.
- Proven capacity to analyse, problem solve, and exercise good judgement.
- Positive outlook, uses initiative to achieve results, and commitment to continuous improvement.
- Proven attention to detail and time management skills.
- Proactively approach and resolve conflict and seek support or advice where necessary.
- A clear national police check and holder of a current driver's licence.

When you join the GIVIT team you become part of the GIVIT Community. We look for people who value kindness and empathy; act with integrity and respect as well as support all without judgement, discrimination or bias. If you are looking for a workplace that values your life experiences, passion and desire to make a real difference locally and across Australian, then you belong in the GIVIT Community.