



DIRECTOR OF DEVELOPMENT AND PHILANTHROPY

Company Profile

Our Vision

To stop harm caused by alcohol in Australia.

About FARE

The Foundation for Alcohol Research and Education (FARE) is an independent, not-for-profit organisation working to stop the harm caused by alcohol.

Alcohol harm in Australia is significant. More than 5,500 lives are lost every year and more than 157,000 people hospitalised, making alcohol one of our nation's greatest preventive health challenges. The devastation doesn't stop there; the high personal and financial toll extends well beyond the individual drinker. Each year nearly 400 people die, and 70,000 Australians are victims of alcohol-related assaults, including 24,000 victims of alcohol-related domestic violence. All these harms cost the nation an estimated \$36 billion annually.

FARE has been working since 2001 with communities, governments, health professionals and police across the country to stop alcohol harms by supporting world-leading research, raising public awareness and advocating for changes to alcohol policy. In that time FARE has helped more than 750 communities and organisations, and backed over 1,400 projects around Australia.

As far as we have come in raising the awareness of the immense impact that alcohol misuse has on so many Australians, and in advocating for evidence-based policy measures to address the harm, a great deal of work remains to be done.

Our vision, *stopping harm caused by alcohol*, describes the sharp focus, determination and commitment of this organisation.

Purpose of the Position

The Director of Development and Philanthropy reports directly to the Chief Executive and is a member of the Executive Team to secure and ensure the growth of philanthropic giving to FARE.

Responsibilities

Philanthropy

- Along with the Fundraising and Events Coordinator, develop and execute FARE's Philanthropy Strategy (including a Bequest Strategy); and
- Manage private grant applications.

Major Gifts & Foundations

- Identify, cultivate and solicit major gifts from prospective donors.
- Identify, qualify, cultivate, solicit and steward major donors, building long-lasting and strong relationships with the Foundation.
- Work closely with the FARE Chair, Chief Executive, Chief Financial Officer and Policy and Research to create and implement FARE's major gift strategy.
- Identify and apply to charitable trusts, foundations and the like to secure funding for FARE initiatives.
- With the support of the Director of Policy and Research, lead the identification prospective major donors to support FARE's research program.
- Work closely to support the FARE Chair to execute major gift strategies, including events.
- Ensure the effective use of fundraising databases to drive philanthropic giving.
- Represent FARE at meetings, functions and events as required.

Management & Collaboration with other Departments

- Oversee the day to day operations of the Philanthropy Department to ensure that the staff are enthusiastic, productive, committed to achieving FARE's objectives and meeting key revenue targets; including recruitment /selection performance management, training & development of staff.
- Create annual budgets and projections for consideration and approval by the FARE executive and Board.
- Effectively manage the net financial returns of the Philanthropy Department and ensure all philanthropic financial targets are being met.
- Prepare accurate financial reconciliations and reports on a quarterly basis or as required including reporting to the Board of Management and FARE Board.
- Adhere to all the requirements of the Worth Health & Safety Act and Regulations, both personally and in relation to the Philanthropy department staff and the company in general.
- Member of Management Team

Skills & Attributes

- Extensive management experience, including the ability to motivate, lead, set objectives and manage the performance of your team. Ability to foster and environment of creativity and professional growth.
- Expert knowledge of current and evolving trends in major-gifts giving and solicitation and fundraising campaigns.
- Proven success in asking for and closing major gifts and building long-term relationships with major individual donors, foundations and corporations.
- A track record of strong organisational skills including planning, budgeting and record-keeping.
- Self-motivated and driven.
- Able to manage multiple and demanding tasks, prioritising as necessary.
- Experience working under strict time and other pressures.
- Team player who enjoys working in a collaborative environment.
- Demonstrated ability to build effective and collaborative relationships with a wide set of constituencies.
- Demonstrated knowledge and/or experience in all phases of philanthropy work.
- Demonstrated track record of solid accomplishment in fundraising

Requirements

- Bachelor degree preferred
- 5+ years of experience in a fundraising role and a proven track record in personal cultivation and solicitation.
- Fundraising experience is preferred, with both traditional and online expertise
- Preeminent written and oral communication abilities.
- Evidence of successful relationship building in the philanthropic sector.
- Ability to work a flexible schedule, which may include evenings, weekends and/or holidays.

Key Relationships

Direct Reports

Fundraising and Events Coordinator

Corporate

Chief Executive Officer

Other FARE Departments

- Policy and Research
- Communications
- Resources and Projects
- Management

Conditions

Competitive salary based on experience.

Applicants will need to submit a cover letter of no more than 500 words indicating their suitability for the position, along with a CV.

For more information, you can contact Sharrin Wells on (02) 6122 8600.

Please submit your application by email to helen.cannon@fare.org.au, using the subject line: 'Director of Development and Philanthropy' and addressing the cover letter to Michael Thorn by Friday 1 April 2016.