



POSITION DESCRIPTION

Job Title:	Funding Development Manager	Location:	Australia wide
Team:	Marketing and Communications	Position Type:	Full-time
Award:	Social, Community, Home Care and Disability Services Industry Award 2010	Level:	Level 6
Reports to:	Marketing and Communications Director		
Direct reports:	None		
Primary Job Purpose			
<p>The Funding Development Manager will work collaboratively with the Marketing and Communications Director, Senior Leadership Team, staff across the organisation and key stakeholders to grow and diversify FARE’s fundraising program and partnerships.</p> <p>The role will work with a high degree of autonomy, and be required to develop and implement fundraising and partnership strategies that support FARE’s Strategic Plan.</p> <p>The Funding Development Manager will undertake high level tasks including the development of fundraising strategies and proposals, leading community fundraising and donor stewardship, and providing advice with clear recommendations to the Senior Leadership Team on fundraising and partnerships issues and risks.</p>			
Responsibilities			
<p>Strategic fundraising:</p> <ul style="list-style-type: none"> • Work across the FARE team to develop clear, best practice fundraising strategies to support our Strategic Plan and achieve revenue targets. • Provide regular reports and updates to the Marketing and Communications Director. • Provide funding development advice and support to the Marketing and Communications Director and CEO as required. • Analyse fundraising trends and donor demographics to inform strategic decision-making. <p>Partnership development:</p> <ul style="list-style-type: none"> • Identify and cultivate relationships with individual donors, foundations, corporations, and other potential funding sources with the specific goal of increasing revenue. • Identify and engage potential strategic partners including corporations, not-for-profit organisations, government agencies, and community organisations. • Negotiate and manage corporate partnership agreements and MOUs to ensure alignment with organisational objectives. • Cultivate, grow and maintain strong financial relationships with existing partners, serving as the primary point of contact. <p>Donor relations and stewardship:</p> <ul style="list-style-type: none"> • Implement donor stewardship strategies to foster long-term relationships and enhance donor engagement. 			

- Ensure timely and accurate communication with donors, including acknowledgment of gifts and progress reports.
- Maintain a donor database to track major donor interactions, preferences, and giving history.

Grants and proposals:

- Draft high quality grant applications, funding pitches, communication materials, reports and acquittals.
- Engage staff, partners and subject matter experts in the development of funding proposals and pitches.
- Develop and implement systems and procedures to ensure scope and agreements of grants and partnerships are tracked, delivered and acquitted.

Other:

- Perform other duties as directed by the CEO and/or Projects and Partnerships Director.
- Apply the principles and practices of FARE and adhere to the company's Values and Code of Conduct.
- Adhere to all the requirements of the Work Health & Safety Act and Regulations, both personally and in relation to the other staff and the company in general.

Capabilities

Qualifications/ Experience	<p>Essential:</p> <ul style="list-style-type: none"> • A tertiary degree in philanthropy, business administration, or similar. • 7+ years' experience in fundraising, donor relations, or related fields with demonstrated success in securing major gifts and grants.
Knowledge/skills	<ul style="list-style-type: none"> • Proven track record developing fundraising strategies, proposals, applications, and budgets. • Proven track record of meeting fundraising revenue targets and building and maintaining strategic partnerships with diverse stakeholders. • Strong interpersonal skills, with the ability to build and maintain relationships with internal and external stakeholders, including donors and partners. • Excellent written and verbal communication skills, with a keen eye for detail and a commitment to quality. • Experience developing, implementing and evaluating fundraising strategies. • Ability to set goals and work productively with minimal supervision. • Knowledge of current fundraising tools. • Exceptional time management skills, managing multiple and competing priorities. • Ability to thrive in a fast-paced, dynamic environment, with a high level of adaptability and resilience. • Demonstrated ability to take on a leadership role in a small team to achieve outcomes.
Personal Attributes	<ul style="list-style-type: none"> • You're a strategic thinker while also being happy to 'get on the tools'. • You think creatively to find opportunities to produce innovative, engaging and authentic content to support FARE's fundraising goals. • You have a wide interest in fundraising, donor stewardship, and philanthropy. • Demonstrated 'can-do' attitude as part of a creative, responsive and flexible team. • Demonstrated ability to contribute to a values-based, high performing and effective team and organisational culture.

	<ul style="list-style-type: none"> Demonstrated commitment to continuing professional and personal development. 		
Reviewed By:	Joanna Le	Date:	23/5/24
Approved By:	Caterina Giorgi	Date:	8/7/24
Last Updated By:	Joanna Le	Date/Time:	15/7/24