

Job Title:	Funding Development Manager	Location:	Nation-wide
Team:	Projects and Partnerships	Position Type:	Part time or full time Contract for 6 months with opportunity for extension
Award:	Social, Community, Home Care and Disability Services Industry Award 2010	Level:	6
Reports to:	Projects and Partnerships Director		
Primary Job Purpose			
<p>The key focus of the Funding Development Manager is to lead, generate revenue, implement and evaluate FARE’s funding development strategy, primarily through:</p> <ul style="list-style-type: none"> • individual donor development and stewardship • corporate and philanthropic giving • government grants. <p>The role reports to FARE’s Projects and Partnerships Director and works collaboratively with FARE’s Senior Leadership Team to grow the organisation’s revenue streams.</p>			
Responsibilities			
<ul style="list-style-type: none"> • Contribute to the development of and lead the implementation of FARE’s funding development strategy. • Generate new sources of funding for FARE, including from philanthropic, government and corporate entities. • Establish, develop and maintain relationships with funders and report regularly on your pipeline of prospects to the Senior Leadership Team. • Coordinate team members across the organisation to develop high quality grant applications, funding pitches, communication materials, reports and acquittals. • Manage relationships with internal stakeholders to ensure staff teams are engaged, consulted and informed about funding development opportunities. • Manage relationships with external stakeholders including partner organisations, consultants, contractors, and agencies. • Develop and implement systems and procedures to ensure scope and agreements of grants and partnerships are tracked, delivered and acquitted. • Provide high-level funding development advice to the Projects and Partnerships Director and CEO as required. • 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. 			
People Management	The position has no direct line management responsibilities.		
Budget Management	The position has no direct budgetary responsibilities.		
Capabilities			

Qualifications/ Experience	<p>Essential:</p> <ul style="list-style-type: none"> • At least 3 years' experience in a funding development/business development role in the not-for-profit sector. • Extensive proposal, grant and/or tender writing experience. • Proven track record in generating funds from public, private and government bodies. 		
Knowledge/skills	<ul style="list-style-type: none"> • Demonstrated high-level written and verbal communication skills that are adaptable to the priorities of the organisation. • Strong organisational and stakeholder management skills, including demonstrated ability to work with others across the organisation and at all levels. • Advanced computer skills, including Microsoft Office products. • Ability to exercise sound judgment and initiative. 		
Personal Attributes	<ul style="list-style-type: none"> • Ability to work to deadline, manage competing priorities and lead project areas. • Ability to work in a fast-paced environment, while being flexible and open to change. • Ability to work independently, with little direction. • Can work autonomously and as part of a team, including supporting colleagues in their responsibilities. • Commitment to continuing professional and personal development. • Ability to build strong relationships including quickly establishing rapport with internal and external stakeholders. • Passion for contributing to a values-based, high performing and effective team environment. 		
Reviewed By:	Joanna Le	Date:	21/10/2022
Approved By:	Caterina Giorgi	Date:	24/10/2022
Last Updated By:	Joanna Le	Date/Time:	21/10/2022