

## Fundraising & Partnership Specialist Job Description

Key Position Information	
<b>Job title</b>	Fundraising Manager
<b>Reports to</b>	Head of Partnerships
<b>Location</b>	North Sydney, Sydney, Australia
<b>Salary package</b>	\$ 90,000-100,000 p/a FTE - Phone Allowance, Leave Loading and Salary packaging available
<b>Term</b>	Permanent Full time (Office 2 days, Remote 3 days)
<b>Review</b>	Subject to annual performance review against indicators agreed
<b>Purpose</b>	The Fundraising & Partnership Specialist (FPS) is responsible for promoting and gaining support for Action on Poverty's work among the Australian public and strategic audiences. The FPS is responsible for the development, coordination and execution of campaigns strategies that align with AOP's overall strategy and objectives, to raise support for the organization through various fundraising channels. The role will be heavily focused on Leaderships Giving areas – Philanthropic partners, major donors, trusts and foundations and corporate partners. The role of the FPS is to inspire others into taking a more firsthand approach to International Development, while still leading appeals, community engagement, and individual giving acquisition activities, throughout the year.
<b>Key relationships</b>	The FPS works closely with Head of Partnerships and the Communications and Marketing Officer.
<b>Direct reports</b>	No direct reports
<b>Travel</b>	The FPS is expected to be available for national and international travel periodically. AOP staff are entitled to economy class travel and accommodation in 3 star hotels (or equivalent) when they travel.
<b>Equal opportunity</b>	Action on Poverty is an equal opportunity employer.

About Action on Poverty	
<b>Our vision</b>	For all people to transcend the injustice, indignity, and inequality of entrenched poverty.
<b>Our mission</b>	To empower local changemakers to break the cycle of poverty.
<b>About us</b>	<p>Action on Poverty (AOP) is an international aid organisation based in Sydney, Australia, with a network of partners around the world working together to break the cycle of entrenched poverty. We connect local changemakers with the resources and expertise they need to make a difference that lasts.</p> <p>AOP is a secular, not-for-profit, non-government organisation founded in 1968. AOP supports programs in Africa, Asia, and the Pacific, working across the areas of food security, water and sanitation, economic</p>

	empowerment, environment/climate change, and governance. We focus on strengthening local NGOs and community groups in developing countries so they can meet their own development needs.
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Roles and Responsibilities		
Area	Key responsibilities	Time
Strategy & oversight	<ul style="list-style-type: none"> <li>Contribute to development of Fundraising strategy</li> <li>Implement AOP's fundraising program to maximise revenue opportunities.</li> <li>Research and provide input on funding and sector trends and identify opportunities to ensure the organisation is well-positioned to meet its strategic goals.</li> <li>Track performance against Fundraising (Inspire) KPIs</li> <li>Participate on the Fundraising and Communications Committee</li> </ul>	10%
Major Donor & Partnerships	<ul style="list-style-type: none"> <li>Work with Head of Partnerships to strategically identify and develop Major Donors to secure Partnership Program partners/clients</li> <li>Build and maintain pipeline of prospective major donors and partners.</li> <li>Work with HP to re-engage historic donors and partners of AOP.</li> <li>Support existing corporate partners.</li> <li>Coordinate and assist the development of compelling cases for support and the submission of proposals for major donors and partners.</li> <li>Contribute to the business development database and tracking of relationships.</li> <li>Collaborate with HP and Communications and Marketing Manager to ensure we have effective partner journeys, care, and stewardship</li> </ul>	25%
Trusts & Foundations	<ul style="list-style-type: none"> <li>With the HP, coordinate a pro-active Trust &amp; Foundations program to grow income.</li> <li>Research and identify potential grants and other opportunities for project funding</li> <li>Maintaining funding pipelines</li> <li>Consulting with HP and Program teams to coordinate, draft, and submit compelling and tailored funding concepts and proposals.</li> <li>Appropriate stewardship with funders with an aim of building long term funding relationships.</li> <li>Assist organization with institutional grant applications as required</li> </ul>	25%
Fundraising (Individual Giving)	<ul style="list-style-type: none"> <li>Work with HP to develop and implement annual fundraising plan</li> <li>Monitor fundraising budgets and spending</li> <li>Research and develop new fundraising opportunities/ideas to increase revenue.</li> <li>Implement 3 x annual fundraising appeals including developing the campaign messaging with CMO and</li> </ul>	15%

	<p>engaging supports across multiple channels.</p> <ul style="list-style-type: none"> <li>• Increase regular giving revenue</li> <li>• Support Community fundraising, events, and other individual giving activities as needed.</li> <li>• Work with HP and CMO on creative campaigns</li> <li>• Drive conversion, reactivation, and upgrade campaigns.</li> </ul>	
Reporting	<ul style="list-style-type: none"> <li>• Coordinate funding acquittals calendar and liaise with internal team to ensure to complete funding acquittals to all resource/funding partners.</li> <li>• Track fundraising income, administer all fundraising data and ensure accurate records are maintained.</li> <li>• Contribute to Bi-monthly board reports on fundraising activities including pipeline, tracking against budget and analysis of return on investment.</li> </ul>	10%
Administration	<ul style="list-style-type: none"> <li>• Work with HP to ensure we have appropriate policies, procedures, and processes in place to maximise resources and impact.</li> <li>• Contribute to the effective operations of the office and administrative functions.</li> <li>• Maintaining CRM database (etapesty)</li> <li>• Process donations and donor receipting</li> <li>• Answer emails and general inquires</li> <li>• Handle donor care</li> </ul>	5%
Events	<ul style="list-style-type: none"> <li>• Coordinate AOP events (as needed)</li> <li>• Look for opportunities for AOP to participate in though leadership events in coordination CMM. Ie podcast, panels etc</li> <li>• Represent AOP at sector and industry events</li> </ul>	5%
Volunteers	<ul style="list-style-type: none"> <li>• Recruit and manage skilled communications and marketing volunteers &amp; interns</li> <li>• Maintain relationships with partner universities that provide Intern intakes for AOP</li> <li>• Maintain pro bono support for selected activities</li> </ul>	5%
<b>Other key accountabilities</b>		
Accountabilities	<ul style="list-style-type: none"> <li>• Complete tasks on time and in accordance with expectations</li> <li>• Work constructively and collaboratively with other members of the AOP team</li> <li>• Develop career goals and initiate career conversations with HP</li> <li>• Undertake relevant training as required and agreed with HP</li> </ul>	
OH&S	<ul style="list-style-type: none"> <li>• Be proactive in caring for the health and safety of all people within our work environment.</li> <li>• Demonstrate initiative in implementing actions that facilitate the continuous improvement of OH&amp;S within AOP</li> <li>• Ensure that you operate in line with all AOP policies and procedures</li> </ul>	

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