

Development Manager Information pack

- Act for Peace is a dynamic humanitarian aid and development agency
- Use your heart for others to make a difference
- Be part of an experienced team
- Full-time position
- Location: Sydney CBD, or home based (East Coast).

Please apply online at <https://act-for-peace.workable.com>

Deadline for applications: 23:59, Friday 05 August 2022.

You will need to upload a copy of your resume and a covering letter detailing how you meet the selection criteria with your application.

Please contact 1800 025 101 or info@actforpeace.org.au, if you have any queries. Thank you for your interest in this position.

About Act for Peace

We believe all people are created equal, and we should love our neighbours as ourselves. Yet, right now, we're living in a world of 'us' and 'them'. Divisions are deepening, conflicts are escalating, and climate inaction is placing lives in peril.

It means every day, more of us around the world are forced from our homes by violent conflict and disaster.

For more than 70 years, Act for Peace has brought people together to respond to this injustice. Meeting urgent needs, advocating for change and backing displaced people to reclaim control of their lives.

Founded by the Australian churches, we are a diverse collection of people united by a powerful conviction: to create a just and peaceful society, we must work together. It's both the right thing to do, and the only thing that will work.

That's why we work in solidarity with long-term local partners; and collaborate with local, regional and global networks, academics, governments and the UN; to ensure people uprooted by conflict and disaster have a safe place to belong.

OUR VISION

A world where everyone belongs.

OUR PURPOSE

To create, together, a world where people uprooted by conflict and disaster have a safe place to belong.

OUR GOALS

1. Safety in exile

People live in safety, with dignity, while displaced.

The programs we support aim to ensure displaced people:

- Access critical physical and emotional support.
- Have control over their lives, leading activities that ensure their safety, dignity and rights.
- Advocate for change and help fix systems that cause violence, exclusion or abuse.

2. A place to belong

Uprooted people find a permanent place to belong.

The programs and advocacy initiatives we support aim to ensure:

- Uprooted people lead initiatives that help build a safe, permanent future.
- Countries fairly share responsibility for supporting survivors of displacement.

3. Reduced displacement

Fewer people are forced to flee their homes.

The programs and advocacy initiatives we support aim to ensure:

- Communities lead initiatives to reduce the impact of disasters and other displacement drivers.

- *Governments and the public take strong action to reduce conflict and climate-driven displacement.*

OUR CHANGE STRATEGIES

1. **Backing displaced people**

Working in solidarity with local partners.

We're:

- *Building partnerships that mobilise the knowledge, determination, and skills of displaced people to create change.*
- *Resourcing locally-led initiatives that reduce displacement and create safety, dignity and belonging for uprooted people.*

2. **Building unity**

Reducing division and creating a more compassionate society.

We're:

- *Tackling the underlying drivers of inequality and displacement by reducing polarization and building empathy in society.*
- *Creating opportunities for people to positively influence those around them, so they act and vote in support of displaced people.*

3. **Transforming the system**

Advocating for a radically different response to the displacement crisis.

We're:

- *Learning from displaced people, forming broad networks and standing together for collective influence.*
- *Influencing regional, national and global authorities to share responsibility, resources and power equitably; and act on climate and conflicts.*

Our work is grounded in evidence, and the knowledge and skills of our partners. We are committed to continuous learning and innovation in everything we do.

About the role

You're an empathetic and experienced relationship builder who is also analytical, organised, and data driven.

You have an aptitude for engaging with key stakeholders, enjoy building relationships with people, and get a buzz from seeing results. You're looking for a creative, broad and challenging role in which you can take ownership of your work. And most of all, you're looking for a position that will give you the opportunity to use your skills to make a real difference to the lives of others.

In this role you'll be part of a motivated and experienced team that is focused on relationships with our supporters and finding ways to inspire key supporters to do more, give more and stay longer in the fight against injustice.

In this face-to-face role, you will have the chance to regularly meet inspiring people, taking ownership of delivering Act for Peace's major gifts and bequest strategy. You'll be focused on driving significant fundraising growth with our most generous supporters; specifically, overseeing the research of potential prospects, cultivating major giver and bequest prospects, and stewarding new major givers and bequestors.

You'll be working alongside a motivated and experienced team – and you'll be making a big contribution to ensuring people uprooted by conflict and disaster have a safe place to belong.

This is a full-time position based out of either our Sydney CBD office or with the majority of time working from home / remotely (East Coast location required). Regular travel to internal and external meetings and events, including outside office hours, and occasionally interstate, will be required.

The salary will be negotiated depending upon the skills and experience of the successful candidate.

About the Marketing and Communications Department

Our multi award-winning Marketing and Communications Department's purpose is to inspire the Australian public to give and do more to create, together, a world where everyone belongs.

We do this by building personalised supporter experiences, based on insight, that raise awareness, educate, engage, and provide opportunities for people to be part of a community taking action to create the change they want to see in the world.

By implementing successful marketing, relationship fundraising, events and campaigning strategies, our supporter base and fundraising income has grown rapidly. The funds we contribute to our program work have doubled in recent years, and we have ambitious plans to do even better in the future.

To get us there, we're strengthening our relationship fundraising team, investing in innovation, and building learning and best practice into everything we do.

Position Description

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| Position title: | Development Manager |
| Department: | Marketing and Communications |
| Location: | Sydney |
| Reports to: | Head of Development |
| Employment status: | Permanent full-time |

Key responsibilities:

- Oversee the prospect research for our major givers.
- Identify opportunities to cultivate our major giver and bequest prospects in order to move supporters along the prospect pipeline and generate significant income growth.
- Implement cultivation strategies. This may involve activities such as making personal calls and visits, forming giving committees, holding special events, and possibly overseas travel.
- Take the lead in stewarding our new major givers and bequestors.
- Develop opportunities to engage new and existing major givers and bequestors, including webinars and key events.
- Work with senior colleagues and internal and external stakeholders to solicit major gifts and bequest pledges.
- Work closely with the Head of Development, the other Development Manager, and other Act for Peace teams to ensure a seamless and coordinated experience for supporters.
- Communicate the work of Act for Peace, presenting clear, inspiring and on-message information to existing and potential supporters. This could involve speaking in churches, presenting to supporters, one-on-one negotiation, and written communications.
- Manage supporter records on our database, with a high level of attention to detail.
- Regularly monitor and report against KPIs to prioritise and optimise efforts and deliver income and expenditure budgets.
- Play an active role in the Marketing and Communications Department and support the development and delivery of wider departmental plans and activities.

Success will be indicated by:

- Successful delivery of key performance indicators, key deadlines and budget targets.
- Positive feedback from internal and external stakeholders.
- Annual reviews of performance against objectives.
- Increase in retention, conversion and stewardship of high value of supporters.
- Successful progression of supporters along the supporter pipeline and growth in the number of bequestors and major givers supporting Act for Peace.
- Growth in income from highly engaged bequestors and major givers.

Selection Criteria

TECHNICAL SKILLS

- **Relationship management.** High-level relationship management and networking skills. The ability to operate with empathy, care, and influence decision makers at a CEO/board level.
- **Success in fundraising.** Experience of delivering significant income growth and regularly exceeding targets within a fundraising or sales environment.
- **Communication.** Excellent written and verbal communication skills, in addition to well-developed active listening skills.
- **Data analysis.** Excellent computer skills. Strong data analysis including, a track record of accurate income forecasting and budget management. Experience using CRM systems to target communications for different audiences and report against KPIs.
- **Project management.** High-level project management skills and the ability to prioritise and manage workload to maximise return on investment and meet deadlines.

CORE COMPETENCIES

- **Translating the big picture into action.** Strategic thinker with a big-picture understanding, entrepreneurial attitude. Ability to analyse complex information to produce clear and insightful solutions. Commitment to evidence-based decision making.
- **Persuasive and empathetic communication.** Excellent influencer and persuasion skills. Confidence to 'make the ask' and solicit large donations (four figures plus) as both estate and cash gifts, while being empathetic and a good listener.
- **Working collaboratively.** Collaborative worker with excellent negotiation, listening and influencing skills. Forms strong and productive working relationships based on trust with key stakeholders, colleagues, and managers.
- **Seeking results.** Tenacious and adaptable. Proactive and committed to finding solutions to challenges and delivering the best outcomes possible for people uprooted by conflict and disaster.
- **Analytical approach.** Inquisitive attitude. Naturally uses evidence and data to understand 'why' and inform better decision making.
- **Attention to detail.** Strong attention to detail and commitment to accuracy and compliance.
- **Living Act for Peace's values.** Work in an ethical and professional manner based on a commitment to human dignity and equity for all, modelling the values and policy standards of Act for Peace. Clear passion for and commitment to global justice. Ability to motivate and inspire others behind a shared purpose/vision.

Other requirements

- Eligibility to work in Australia;
- Commitment to the values, vision and purpose of Act for Peace;
- Act for Peace currently has a requirement that staff working in the office are fully vaccinated against COVID-19. Any job offer would be subject to the supply of evidence related to mandatory vaccination requirements, or a medical exemption.

- Act for Peace takes the prevention of sexual misconduct, fraud and harassment, and child protection seriously. As part of our Child Safeguarding Policy, employment is conditional upon the outcome of an Australian Federal Police Background check, as well as an equivalent police background check for any country in which the applicant has lived for more than 12 months during the last five years. Our policies, including our Child Safeguarding Policy, Prevention of Sexual Exploitation, Abuse and Harassment Policy and Code of Conduct can be found at: www.actforpeace.org.au/our-policies
- Respect for a multicultural and multi-talented workforce.

Work Health and Safety Responsibilities

Cooperate with all health and safety policies and procedures of the organisation and take all reasonable care that your actions or omissions do not impact on the health and safety of colleagues in the workplace.

Act for Peace is an equal opportunities employer