



Job Title:	Partnerships & Philanthropy Manager	Position Type:	Part Time - 21 hours per week.
Location:	Head Office- Cranbourne West	Date Posted:	
Level/Salary Range:	SCHCADS Award 2010, Level 3 PayPoint 4	HR Contact:	

Job Description:

We are looking for an experienced Partnerships & Philanthropy Manager to create and execute contemporary integrated fundraising and marketing campaigns along with partnership management and major gifts strategies that deliver ambitious growth targets. They will lead, develop and manage the Fundraising & Donor Journey team, driving high performance and an accountable, team-oriented culture. They will be a critical member of the executive team responsible for all aspects of revenue generation for B4VK, a medium sized charity.

Partnerships & Philanthropy Manager responsibilities include working closely with our CEO/Managing Director/Founder to prepare and implement comprehensive action plans, including resources and timeframes. You will use your strong marketing skills, customer service experience and passion for achieving high outcomes to implement creative, contemporary and innovative fundraising strategies in alignment with the Fundraising Plan.

This role will connect with key leaders across the organisation and internal and external stakeholders, and work in consultation to support relationship-based fundraising, provide strategic advice on emerging issues and identify funding opportunities that support objectives, grow income, build ongoing financial support and raise B4VK's profile. You will research and develop workplace giving, multi-channel individual giving campaigns, bequest opportunities and online donation platforms. You will provide excellent customer service when handling donor queries and donation acknowledgements. You will be adept at preparing reports on trends and responses and be up-to-date on the happenings of fundraising in the not-for-profit sector. This role has decision-making authority over the day-to-day related tasks.

You will be reporting to our CEO on a monthly basis, closely monitoring KPIs as a team, and developing strategies to overcome obstacles to achieving targets. You will be responsible for ensuring successful integrated fundraising campaigns are delivered on time, abiding by all laws, rules and regulations.

Ultimately, the Partnerships and Philanthropy Manager's duties are to ensure that all aspects of the Annual Fundraising Plan are delivered on time, to a high quality standard, on-brand and are successful in supporting the financial requirements of the organisation. The role is responsible for establishing and growing corporate partnerships, philanthropic relationships and income to support the work of B4VK.

Responsibilities:

- Strategic planning relative to fundraising and friend raising
- Fundraising inclusive of capital appeals and major gift programs, annual giving, bequests, approaches to trusts, foundations and corporations and large-scale special event fundraising



- Leading a voluntary team to plan for and organise key friend raising and fundraising events
- Creating and curating content for inclusion in B4VK newsletters and fundraising literature
- Community relations including corporate supporters of B4VK and existing and potential donors
- Working closely with the CEO, reporting as requested on progress of campaigns and Fundraising & Donor Journey Team activities including recommendations
- Exercise a high level of interpersonal skills in dealing with the public and other organisations
- Meet the KPI's within the approved Fundraising Plan
- Adhere to the core values of B4VK
- perform various coordinating tasks, like scheduling and risk management, along with administrative duties, like grant writing, recruitment, maintaining communication and progress records, sourcing leads, turning leads into supporting donors/partners/sponsors, overseeing a small team of volunteers and ensuring all B4VK supporters are informed and connected.
- Ensuring that supporter expectations are met and guidelines are followed
- Analyse risks and opportunities. Work with the CEO/Managing Director to eliminate blockers
- Monitor fundraising progress and handle any issues that arise
- Follow all legal and compliance requirements.
- Create and maintain comprehensive campaign collateral, plans and reports

Work closely with the Leadership Team to:

- Monitor and respond to changing program goals
- Coordinate fundraising and marketing activities, resources, equipment and information
- Assign tasks relevant to the role's KPIs to volunteers and assist with schedule management
- Source and act on funding opportunities including grants, sponsorship and campaigns.
- Monitor and report on program budgets

Requirements

- Experience in project management, from conception to delivery
- Proven effectiveness in Sales and Marketing
- An ability to prepare and interpret flowcharts, schedules and step-by-step action plans
- Solid organisational skills, including multitasking and time-management
- Strong client-facing and teamwork skills
- Strong working knowledge of Microsoft Office365.
- Qualification in Business Development, Business Administration, Fundraising or related field

Preferred Experience

- Proven work experience in a non-profit as Fundraising Manager or similar role

Reviewed By:		Date:	
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Approved By:		Date:	
Last Updated By:	S Beard	Date/Time:	27 October 2022