

## Head of Fundraising – Position Description

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| <b>Position Title:</b>                | Head of Fundraising (HoF)  |
| <b>Reports to:</b>                    | CEO  |
| <b>Type:</b>                          | Full time  |
| <b>Location:</b>                      | This is a hybrid role. Our office is in Glebe, Sydney. The HoF will work some days from home, some in the office and be available to travel within Sydney, NSW and interstate where needed. Applications from Victoria will be considered. |
| <b>Application Closing Date</b>       | 18 April 2024  |
| <b>Contact Email for Applications</b> | ea@togetherforhumanity.org.au  |

### **About Together for Humanity:**

Together For Humanity (TFH) provides educational services primarily for students, teachers and school communities with the goal of increasing intercultural understanding and countering prejudice. We do this via a range of experiential programs and partnership projects within school settings. We partner with schools to convene high quality cross-cultural and inter-faith exchanges that foster goodwill between people of different faiths and cultures.

### **Our Mission:**

Together For Humanity fosters Australian school students' interfaith and intercultural understanding, and in doing so, brings communities together.

### **About the Role:**

Join our team as the Head of Fundraising.

We are seeking an experienced (minimum 5 years) fundraising professional who has a demonstrated ability to lead fundraising efforts in a not-for-profit organisation and a proven track record of increasing income through fundraising.

We currently rely on government funding and the financial generosity of our donor community. In this role, you will be working as the driving force diversifying and increasing our fundraising efforts and growing our donor community. You will develop (collaboratively) and lead the implementation of the TFH fundraising strategy, connect with people and build meaningful relationships with current and prospective donors to achieve consistent increase in TFH's fundraising revenue.

The HoF role is funded by TFH's private donations.

### **KEY RESPONSIBILITIES:**

1. **Fundraising Strategy:** Develop and execute the implementation of a fundraising strategy and activities in collaboration with the CEO, the Dean and Founder, the Head of Communications and other team members, to meet fundraising targets.
2. **Project management:** Ensure effective management of fundraising projects, including coordination of fundraising events, sponsorship opportunities, grantseeking and corporate engagement, setting clear timelines, milestones and targets.
3. **Donor Relations:** Identify, engage and cultivate relationships with prospective donors, charitable trusts, foundations and potential contributors from the corporate sector in collaboration with the team, leading to solicitation of gifts.
4. **Data Analysis.** Manage and maintain donor records and data integrity and support TFH Leadership with analytics and reporting of fundraising performance, trends and opportunities.
5. **Events and Fundraising Calendar:** Manage and develop a calendar that includes key fundraising events, boardroom lunches, and digital/mail/phone campaigns.
6. **Government Relations Activity:** Assist the Leadership Team in Implementing political engagement plans including a calendar of political engagement activity for the year, developing relationships with politicians and government officials.
7. **Communications:** Support and collaborate with the Head of Communications for aligned messaging and engagement.
8. **Team:** Maintain positive collaborative relationships with TFH staff, volunteers and external partners. This includes attending staff meetings and development opportunities.
9. **Fundraising and Events Committee:** Convening and consulting with the Fundraising and Events Committee.
10. **Knowledge:** Understand the fundraising budget, targets and activity outcomes, fundraising pipelines, actuals and forecast reporting and develop relevant expertise.
11. **Principles:** Conduct fundraising practices and activities ethically, and identify opportunities to improve fundraising processes, aligning with our mission and values.

## **KEY SELECTION CRITERIA AND ESSENTIAL REQUIREMENTS**

Applicants must respond to the following:

### Essential requirements

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| 1. | <b>Fundraising experience and a proven track record</b> within the not-for-profit sector, minimum of five years' experience, with relevant qualifications (Bachelor's degree) or industry experience in fundraising.  |
| 2. | Highly developed <b>interpersonal</b> skills.   |
| 3. | Strong <b>organisational</b> planning, and <b>project management</b> skills. Ability to prioritise tasks, focus on multiple projects, meet targets and deadlines.   |
| 3. | Excellent <b>verbal and written communication</b> skills and strong <b>attention to detail</b> .  |
| 4. | <b>Proven experience</b> in effective stakeholder engagement and relationship building, and in identifying and nurturing new and existing opportunities especially in the community, corporate and major donor areas. |
| 5. | Experience using <b>Microsoft Office</b> and Customer Relationship Management ( <b>CRM</b> ) <b>system(s)</b> with competence to quickly learn new <b>technology</b> and processes.                                   |
| 6. | Demonstrated ability to <b>work independently and as part of a team</b> with <b>flexibility</b> and <b>adaptability/resilience</b> to respond to changing dynamics.   |
| 7. | A commitment to the <b>mission</b> of Together For Humanity.  |

### Desirable requirements

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| 1. | Understanding of political stakeholder management and government relations |
| 2. | Experience with grant writing  |