

## Position Description

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Position title:	Trusts & Foundation Manager
Team:	Development & Communications
Reports to:	Head of Development
Job type:	Full-time 2-year contract
Date:	April 2024

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### About the Alannah & Madeline Foundation

The Alannah & Madeline Foundation is a national not-for-profit organisation dedicated to keeping children and young people free from violence and trauma wherever they live, learn and play. Through our Care, Prevention and Advocacy programs, we fight for their right to be safe, so their future is strong.

The Foundation also supports Dolly's Dream, educating and empowering families and communities to prevent the devastating effects of bullying.

We have the highest commitment to child safety, and our Child Safe - Policy outlines our safe practices for children.

Our organisation values are at the core of who we are. They guide the way we work every day, and everyone has a responsibility to promote and demonstrate our values: *We act with courage, We are stronger together, We are curious, We believe accountability matters* and *We act with empathy, always*.

### Position in context

Reporting to the Head of Development, the Trusts & Foundation Manager is a pivotal role within the Development and Communications Team.

This role is formally based in South Melbourne. We support our staff to work flexibly, both in location and hours, based on the premise that work will remain the focus of any arrangement. How and where you work is discussed with each staff member based on individual circumstances, role requirements and accountability for delivery of high-quality work.

The Trusts & Foundation Manager is responsible for the management, execution and continuous improvement of our philanthropic fundraising program to meet annual income targets and generate significant gifts for programs across the foundation. This includes building relationships with philanthropic funders, and developing and preparing funding submissions and acquittal report for philanthropic grants, with a focus on securing significant multi-year funding.

### Major job responsibilities

- Work collaboratively with all Foundation program areas to build a pipeline of projects and funding opportunities ensuring the Foundation submits competitive grant submissions, gift proposals, progress reports and acquittals for philanthropic trusts and foundations.

- Maintain an active pipeline of philanthropic funding opportunities including charitable trusts, Foundations, corporate Foundations, and PAFs, to maximise opportunities to secure funding to support our work.
- Plan, research, prepare and submit proposals and applications to grant making organisations in a highly tailored, professional and impactful way, with high attention to detail to generate philanthropic income.
- In partnership with the Development and Finance teams, manage the reporting and acquittal of grants to trusts and foundations, delivering on time and above the expectations of the grantmaker's conditions.
- Develop and execute cultivation, engagement and stewardship plans and activities to retain and grow relationships with existing philanthropic partners and to develop new relationships.
- Represent the Foundation at philanthropy sector and industry events to help position the Foundation as the partner of choice for organisations interested in funding in our key areas of expertise.
- Ensure that philanthropy financial targets are met and ensure timely reporting of monthly and annual progress towards targets.
- Stay up to date with key trends and best practice in philanthropic grant making, relationship fundraising, and grant management, and make actionable recommendations for improvements.
- Contribute positively to the Foundation's culture of "we are stronger together" through developing and maintaining collaborative relationships with colleagues.
- Work with people leader to develop and successfully execute a personal work plan that is aligned with the strategic objectives of the Foundations to meet key deliverables.
- Occasionally work out-of-hours and travel interstate for Foundation events and campaigns and undertake out-of-hours social media monitoring on rostered days (as required).
- Other tasks as directed by the Head of Development, Director Development & Communications, CEO and Executive Leadership Team.

### Knowledge, experience & requirements

- Minimum five years' experience in relationship fundraising or grant management.
- Demonstrated ability to build strong and enduring relationships with philanthropists, trusts, and individual stakeholders.
- Excellent written and verbal communication skills and demonstrated experience in proposal writing and leading an organisation through the grant cycle.
- Strong interpersonal and presentation skills and the ability to confidently 'make the ask'.
- Demonstrated ability to work independently, demonstrating curiosity and proactivity, and as part of a small team and to seek direction when required.
- Ability to build and actively manage strong internal cross-functional and external stakeholder relationships.
- Ability to identify and resolve problems, make appropriate recommendations, and lead through change.
- Previous experience using a CRM (the Foundation uses Raisers Edge).
- Working with Children Check and Police Check.