



## POSITION DETAILS

<b>Job title</b>	Head of Fundraising & Marketing
<b>Conditions</b>	1 FTE, Permanent Salary Band 1B - \$125,629 Salary packaging up to \$15,899
<b>Location</b>	EWB's office: 552 Victoria St North Melbourne, VIC, Australia (hybrid/remote working from home)
<b>Reports to</b>	Chief Executive Officer
<b>Closing date</b>	No closing date. Applications will be reviewed as received and if a suitable candidate is identified, an offer will be made ASAP. Therefore, early application is encouraged.
<b>Application</b>	Please provide a CV and cover letter addressing selection criteria to <a href="mailto:recruitment@ewb.org.au">recruitment@ewb.org.au</a> with the subject line 'Job Application - EWB Head of Fundraising & Marketing'.

## ABOUT EWB AUSTRALIA

Engineers Without Borders Australia (EWB) is a for-purpose organisation with our National Office and staff team located in Melbourne, and other offices in Cambodia, Timor-Leste and Vanuatu. We also have volunteer chapters in Victoria, Western Australia, NSW, Queensland, South Australia and ACT.

Established in Australia in 2003, EWB works with First Nations communities in Australia and with communities in the Asia-Pacific region. We have three major focus areas:

1. developing technology to alleviate poverty and accelerate inclusive sustainable development in Australia and overseas;
2. redefining engineering as a profession providing stewardship and leadership for a more equitable and sustainable world and;
3. inspiring and mobilising a global community who believe in a world where technology benefits all.

At EWB, we strongly believe that every engineer can be a change agent for a socially just and sustainable world. This belief drives EWB to lead a movement of like-minded individuals and companies working together to ensure technology is developed to make the world a better place for all.

## ROLE SUMMARY & KEY RESPONSIBILITIES

### Summary

This role leads a team of fundraising and marketing specialists with a strong focus on relationship-based partnerships and philanthropy. It also oversees the marketing function, although this is a secondary focus. It has a key role in raising revenue for engineering and outreach programs and core operations.

The role manages a fundraising portfolio made up of corporate partners, major donors, Trusts & Foundations and individual donors.

Reporting to the CEO and as part of the EWB Senior Leadership Team (SLT), the role also plays an important part in ensuring the overall cultural, financial and operational health of the organisation.

### Key Responsibilities

- *Business development and fundraising:* Develop, innovate and deliver income-generating initiatives in line with annual targets across multiple revenue streams including (but not limited to) corporate partnerships, fundraising appeals, major gifts, grants from Trusts & Foundations and PAFs.
- *Donor cultivation and stewardship:* Build philanthropic relationships with corporate partners, Trusts & Foundations and major donors to inspire them to support EWB's programs.
- *Organisational marketing:* Oversee the marketing activities that support internal teams, and grow awareness of EWB's programmatic impact amongst key external stakeholders.
- *Donor experience:* Support the design and implementation of an enhanced donor experience strategy that drives engagement, retention and growth of donors giving at all levels.
- *Leadership:* Provide clear direction and exceptional leadership for the team, ensuring they are motivated and possess the skills and resources required to execute their roles.
- *Stakeholder engagement:* Work with key stakeholders across the organisation to support and build capacity in fundraising; contribute insights and strategic thinking to the Senior Leadership Team; work with the EWB Board and the EWB Board Fundraising Committee to unlock philanthropic opportunities.

### SELECTION CRITERIA

- A tertiary qualification in Philanthropy, Business, Commerce or Marketing, or similar experience
- Senior fundraising experience with the ability to strategically develop, manage and implement a mixed portfolio or fundraising programs (Corporate Partnerships, Major Donors, Trusts and Foundations, Individual Giving)
- Substantial experience leading a team of subject matter experts;

- A solid understanding of the role of marketing in a small NFP;
- Demonstrated experience working with programmatic areas to develop funding proposals and cases for support. Exceptional stakeholder and relationship management skills with a proven ability to build positive relationships with a range of donors and key stakeholders
- Strong financial acumen, with experience in planning, budgeting, and coordinating successful projects, programs, and campaigns
- International Development experience would be an asset

**This role will require you to:**

- Be strategic and hands-on in equal measure
- Have excellent interpersonal skills with a creative, solutions focused approach
- Contribute learning, ideas, feedback, and knowledge across the EWB's team
- Proactively engage with a wide range of stakeholders and appropriately identify and respond to opportunities and challenges presented
- Find inspiration in the potential of the EWB's vision, strategy, values and our programs
- Consistently seek opportunities to improve the efficiency and effectiveness of EWB's processes.

**CONDITIONS**

**Travel**

Some interstate and overseas travel may be required.

**Flexible Working Arrangements**

You will have access to flexible working arrangements. We encourage a culture of flexibility and work-life balance. It is important to us that all staff feel part of the team and we are set up to ensure this works effectively. The Melbourne office is at Our Community House, a vibrant and active working space where dogs are welcome.

**Leave**

In addition to legislated leave, EWB employees have access to gifted staff leave between Christmas and New Year when the office closes, professional development leave, 3 months paid parental leave for all new parents, cultural leave for Aboriginal and Torres Strait Islander staff and bereavement/Sorry Business leave.

**Employee Assistance Program**

An Employee Assistance Program (EAP) is accessible for professional and confidential counselling assistance.

**Learning and Development**

Our approach to learning and development will enable you to have the information, skills, and knowledge needed to do your job and to grow in your position. We build the capacity of our people and support you with on-the job experience, coaching and in-house training.

## Salary Packaging

Salary packaging options available through salary packaging partners (eg Advantage).

## HOW DO I APPLY?

Please provide a CV and cover letter addressing selection criteria to [recruitment@ewb.org.au](mailto:recruitment@ewb.org.au) with the subject line 'Job Application - EWB Head of Fundraising & Marketing'.

If you would like to have a confidential discussion about the role, please contact our CEO, Russell Shewan on email: [r.shewan@ewb.org.au](mailto:r.shewan@ewb.org.au) or mobile: 0418 582 500

*Engineers Without Borders Australia:*

- *Actively encourages Aboriginal and Torres Strait Islander People to apply.*
- *Celebrates diversity and supports an inclusive workplace. Please contact us to discuss any personal assistance required to complete this application.*
- *Can only support the applications of Australian and New Zealand citizens and permanent residents.*

*EWB Australia adheres to statutory laws in Australia and foreign countries regarding child exploitation, child pornography and all forms of abuse of children and adults. We are committed to the protection of children and adults from all forms of harm. You will be required to sign EWB's Code of Conduct and provide a Working with Children's Check and a Federal Police check prior to commencement.*

*EWB Australia upholds the right of all people to live a life free from sexual violence, exploitation, and harassment regardless of their gender, age, sexual orientation, disability, religion, or nationality. EWB has zero-tolerance for sexual exploitation, abuse, and harassment (SEAH) of any kind. We recognise that some individuals within communities may be more vulnerable to SEAH, including; children and vulnerable adults. We are committed to creating a safe and supportive environment that safeguards all the people we work with, and the communities we work for.*