

WHO YOU ARE

What is your Business Unit?	Corporate Services
Who do you report to?	Fundraising & Engagement Manager
What roles report to you	N/A
Stakeholder Relationship	<u>Internal</u> <ul style="list-style-type: none"> • PCYC Management and Staff • PCYC State Business Units • QPS Partners <u>External</u> <ul style="list-style-type: none"> • Individual donors and fundraisers • Suppliers • Local Business and Community Organisations
EA Classification or Award Free	Award free
Delegation of Authority	Band 10

PURPOSE OF YOUR ROLE

The Fundraising Specialist – Individual Giving will work with the Fundraising & Engagement Manager and wider Fundraising team to develop and implement a contemporary fundraising strategy across the Individual Giving stream, including but not limited to appeals, major gifts, regular giving, workplace giving and bequests.

CRITICAL SUCCESS FACTORS

To be successful in this role, you will:

- Develop and implement a contemporary fundraising strategy across the individual giving stream.
- Manage the delivery of strategic fundraising activity focused on the acquisition and retention of supporters.
- Develop and implement a best practice donor journey and associated donor stewardship across all giving types.

ORGANISATIONAL PILLARS



KEY SUCCESS AND AREAS OF RESPONSIBILITY

<p>Key Accountabilities</p>	<ul style="list-style-type: none"> • Develop a contemporary fundraising strategy to deliver strategic growth in the Individual Giving stream, including appeals, major gifts, regular giving and bequests. • Manage the delivery of a strategic fundraising activities and campaigns to drive acquisition and retention of supporters across the individual giving fundraising stream, aligned to the fundraising strategy. • Develop and implement a best-practice donor journey to drive growth through effective stewardship of individual givers. • Coordinate the Workplace Giving program through acquisition and retention of supporters using strategic donor relations and cultivation content and tools. • Execute management and maintenance of the fundraising database and online platforms, whilst delivering strategies to maximise use of available data. • Provide reports, analysis and recommendations to the Fundraising and Engagement Manager on the performance of fundraising activities and campaigns. • Manage relationships with external stakeholders, such as third-party suppliers and monitor performance to ensure return on investment. • Contribute to team planning and strategic direction/design of new strategies and programs as required.
<p>Collaborative Partnerships</p>	<ul style="list-style-type: none"> • Builds and maintains community stakeholder relationships to increase awareness and commitment to the PCYC brand by building satisfied and loyal positive relationships with stakeholders. • Develops and maintains relationships with peers to build a healthy and effective support network. • Positively collaborate and network with colleagues to embed a culture of one PCYC. • Demonstrates a supportive and progressive culture in line with PCYC Queensland values ensuring PCYC's values are supported at the Service.
<p>PCYC Policies and Procedures</p>	<ul style="list-style-type: none"> • Demonstrates knowledge, compliance, and promotion of all PCYC policies and procedures. • Demonstrates ability to identify and control health and safety risks with safe outcomes. • Effectively manages incident reporting and investigation to required quality and timelines. • Takes reasonable care to not adversely affect the health and safety of other persons and for own health and safety. • Commits to PCYC Queensland's Child and Youth Risk Management Strategy by positively contributing to a safe and supportive service environment for children and young people.

WHAT YOU NEED TO SUCCEED

Education & Qualifications	Must have	Great to have
	<ul style="list-style-type: none"> • Degree level qualification in a relevant discipline. • Hold (or able to obtain before commencement) a QLD Working with Children Check (Blue Card) and consent to a National Police Check 	
<p>Experience</p>	<ul style="list-style-type: none"> • 3 years of well-developed experience in a relevant fundraising role 	
<p>Capabilities</p>	<ul style="list-style-type: none"> • Demonstrated experience managing the delivery of multi-channel fundraising activities and campaigns. • Effective time management skills with a demonstrated ability to meet multiple deadlines and commitments. • Demonstrated experience in the use of customer relationship management databases. • Demonstrated ability to manage a high volume of administration work with excellent attention to detail. • High level communication and interpersonal skills with demonstrated ability to build sustained relationships with stakeholders. • Demonstrated ability to work autonomously and as part of a team. • Hold a current unrestricted driver's license. 	

Employee Agreement

I understand that my performance will be managed as per the requirements outlined above in the position description. I confirm that I have read, understood and commit to the above.

Signed by the Employee:	Date:
-------------------------	-------

Questions? Please phone Catherine Shipton, Fundraising & Engagement Manager on 0414 376 803. To apply, email a cover letter and CV to catherine.shipton@pcyc.org.au