

PARTNERSHIPS & FUNDRAISING MANAGER

DEPARTMENT:	Executive Team – Communications & Fundraising
REPORTS TO:	Chief Executive Officer
START DATE:	July/August 2024
POSITION STATUS:	Permanent Full Time, 37.5 hr week with 3 months' probation
REPORTING TO THIS POSITION:	Communications & Fundraising Coordinator (this position dual reports to Operations & Engagement Manager) Volunteers and subcommittees for fundraising events and activities
KEY STAKEHOLDERS:	Board and Staff Neuromuscular WA Members Neuromuscular WA supporters
REMUNERATION:	Base Salary as per Employment Contract Superannuation contributions in line with the Superannuation Guarantee Act (2005). Access to Public Benevolent Institution ("PBI") salary packaging including but not limited to meal entertainment, accommodation, venue hire, in accordance with legislative requirements and Australian Taxation Office. Salary Packaging within the scope of the Remuneration Package, of up to a grossed-up limit of THIRTY THOUSAND DOLLARS (\$30,000.00) per annum;
LOCATION:	Neuromuscular WA Office, Centre for Neurological Support, The Niche, 11 Aberdare Rd, Nedlands and other locations as required within the scope of the role.

1. POSITION SUMMARY

The Partnerships & Fundraising Manager is a passionate, warm and friendly team member who plays a pivotal role in fostering and developing impactful partnerships and delivering successful fundraising events and campaigns. You will focus on maintaining current partnerships and events and continue to grow our revenue streams and fundraising capacity to ensure the sustainability of Neuromuscular WA.

As a confident, strategic and effective manager and leader, you are able to work both independently and collaboratively as required to achieve agreed outcomes. Reporting to the CEO, you are responsible for enhancing existing fundraising events & activities and developing new ones, with an emphasis on successful financial outcomes alongside the positive cultivation of relationships with various stakeholders.

You are responsible for identifying, securing and managing appropriate strategic partnerships with donors, philanthropic trusts and foundations and other key stakeholders that can deliver financial and other benefits to Neuromuscular WA.

Working closely with, and alongside, the Operations & Engagement Manager, you are responsible for ensuring all potential stakeholders are included in Neuromuscular initiatives to ensure our fundraising

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potential can be maximised. A focus of your role is to increase our exposure to new stakeholders and potential funders and to secure funding and/or long-term partnerships.

As a member of the Executive Team you will contribute to long-term strategic planning and will work closely with the Chief Executive Officer and other staff in the development and implementation of relevant components of Neuromuscular WA's Strategic Plan.

You are a self-starter who understands the fundamentals of corporate partnerships and community fundraising. You will be confident and professional with a strong background in external and internal stakeholder relations.

The position requires experience working in a busy environment and the keys to success in this role include excellent time management, open and honest communication, a community-outcomes focus and the ability to work with enthusiasm and energy to create a positive impact.

Neuromuscular WA is an innovative and progressive for-purpose charitable organisation with a small and dedicated team of staff and volunteers. Everyone pitches in to help each other and are often required to undertake activities outside their core duties.

2. DUTIES AND RESPONSIBILITIES

STRATEGY & OVERSIGHT:

- > Oversee and manage the fundraising strategy and implement the fundraising program to maximise partnerships and income opportunities
- > Prepare and regularly report to the Board through the CEO and regularly present to the Board at meetings to provide an overview of key fundraising activities
- > Analyse data and regularly review fundraising sector trends and identify opportunities to ensure our activities are current, relevant and effective
- > Manage all activities with regards to establishing, maintaining and capitalising upon strategic and operational fundraising relationships
- > Manage the fundraising budget including expenditure and income & regularly report to the CEO on variances
- > Track fundraising income, administer all fundraising data and ensure accurate records are maintained
- > Work with other department staff to optimise fundraising events and activities

FUNDRAISING EVENTS MANAGEMENT:

- > Oversee the delivery of all fundraising events for Neuromuscular WA including planning, risk management, implementation, reporting and recommendations
- > Direct liaison with all external contractors and venue operators
- > Support and encourage volunteer fundraising team members to take ownership over their areas of responsibility
- > Seek and secure corporate sponsorship for all events

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- > Assist staff and volunteer fundraising team members when they need support and mentoring
- > Represent Neuromuscular WA at relevant events and meetings
- > In partnership with the Operations & Engagement Manager, ensure all support event participants are integrated within the neuromuscular community
- > In consultation with the CEO and other staff, explore new business opportunities to build organisation partnerships and increase revenue streams

CORPORATE PARTNER LIAISON:

Cultivate and manage relationships with corporate supporters and stakeholders by:

- > Managing and nurturing all existing corporate partnerships and building and maintaining a future pipeline of donors and partners
- > Researching, identifying and successfully cultivating new corporate partners
- > Ensuring corporate support and alliance is an effective and acceptable match and fits with Neuromuscular WA's philosophy, aims and values
- > Developing and implementing approach strategies
- > Developing a suite of benefits and recognition packages
- > Identifying and managing in-kind support opportunities
- > Ensuring contractual obligations to Neuromuscular WA's corporate and sponsorship partners and supporters are met
- > Preparation of any required content for support resources, including brochures
- > Ensuring appropriate recognition of all partners eg. via newsletter, website, Annual Report etc via the Communications team

MAJOR GIFTS AND GRANTS

- > Developing a PAFs package and identifying a minimum number new PAFs opportunities, the number of which is set through the annual strategic planning process
- > Identifying and applying for grants
- > Liaising with other departments to coordinate and ensure the completion of funding acquittals

CONSULTATION, REPRESENTATION, AND LIAISON

- > Working with the CEO in the preparation and distribution of relevant materials for the Neuromuscular WA Board
- > Representing Neuromuscular WA professionally at appropriate fundraising and networking events, committees and activities
- > Attending relevant Neuromuscular WA functions, activities and promotions as required
- > Undertaking administrative tasks as required in a small team
- > Recording all customer relationship details in the CRM
- > Sitting on relevant committees and/or panels
- > Performing other duties as required by the Chief Executive Officer as consistent with the broader emphasis of the position

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3. RELATIONSHIPS

- > Reports directly to, and works closely with, the Chief Executive Officer
 - > Alongside the Operations & Engagement Manager, manages the Communications & Fundraising Coordinator
 - > Works closely alongside the Operations & Engagement Manager
 - > Liaise closely with external partners, sponsors and relevant consultants
 - > Liaises and works with other Neuromuscular WA staff
 - > Liaises with external contractors and venue operators
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4. KNOWLEDGE & EXPERIENCE

ESSENTIAL:

- > At least 5 years' experience in fundraising & partnerships strategy development, planning, implementation and evaluation
- > Demonstrated experience building relationships with key contributors and stakeholders
- > Proven ability to engage with sponsors & donors to deliver an effective suite of fundraising events and activities
- > Strong oral, written and interpersonal skills and the ability to develop positive relationships with all stakeholders at all levels, across varying industries
- > An understanding of the charitable not-for-profit sector membership organisations
- > Able to thrive in a fluid environment of an agile, fast-paced community driven organisation
- > High-level and best-practice fundraising knowledge including a demonstrated track record of exceptional acquisition and retention of key relationships and support
- > Management of multiple stakeholders including fundraisers, partners, volunteers and suppliers
- > Demonstrated ability to shape strategic thinking and adopt a creative approach to organisational development

DESIRABLE:

- > Networks and contacts across the Perth corporate sector that can be leveraged for the benefit of the organisation
 - > Tertiary qualifications in business/management plus extensive experience in senior management positions
 - > Non-smoker
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5. EDUCATION, QUALIFICATIONS & TRAINING

ESSENTIAL:

- > Relevant experience and/or tertiary qualification in marketing, fundraising, communications or related discipline
- > Microsoft Office Suite (Word and Excel essential)
- > Working with Children Check

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DESIRABLE:

- > Study undertaken within the Fundraising Institute Australia and membership is an advantage
- > Experience using a CRM
- > Experience using task-tracking software
- > C-Class Driver's license

6. SKILLS AND ATTRIBUTES

- > Aligned with the organisation's values
- > Honest, professional and ethical leadership
- > Strong and experienced communicator with a proven ability to lead and influence
- > Effectively tracks projects against budget, timelines and KPIs
- > Financial management skills
- > Ability to multitask and work to deadlines and prioritise work plan
- > Strong IT skills
- > Problem solving and able to manage conflict
- > Able to manage expectations and identify opportunities for improvement

7. GENERAL CONDITIONS OF EMPLOYMENT

Neuromuscular WA is a for-purpose organisation passionate about enhancing the quality of life, happiness and wellbeing of people living with neuromuscular conditions in WA.

Since 1967, we've worked with hundreds of families, guiding them to get the best support and services they need and creating opportunities for them to connect with others in similar circumstances. We provide practical help that underpins their medical care and we support our members throughout their life, whenever they need it.

Our vision is that everyone in WA impacted by a neuromuscular condition knows of Neuromuscular WA for providing ongoing vital support. At Neuromuscular WA we truly care, and awareness of neuromuscular conditions is critical for greater engagement and improvements to access for treatments and quality of life. We are focused on minimizing the heartache for future generations.

We believe that having a disability affects every aspect of life, not just health. It is our aim to advocate for our community and to deliver a service model that links them with appropriate personalised services and support beyond medical care, allowing them to participate on a level playing field with equal opportunities in all areas of everyday life.

We are person-centred and ensure that our community are at the heart of planning and delivery of our services. Our team is committed to putting people first and all staff will support and promote teamwork through cooperation open communication and sharing of relevant information and providing responsive and accurate advice.

This position will mostly require you to work between the hours of 8.30 am and 4.30 pm from Monday through Friday however given your role in the organisation, on many occasions your work will be outside

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these hours. Additional hours are often required including managing or attending events and representing the organisation on the weekends and after hours.

All duties are to be carried out in accordance with Neuromuscular WA's policies and procedures, which are based on compliance with legislative requirements and relevant conventions, acts and standards.

To be eligible for employment with Neuromuscular WA you must hold, or be able to obtain:

- > a Working with Children Card
- > a National Police Clearance
- > an NDIS Worker Screening
- > legal working rights in Australia

Neuromuscular WA will meet the costs of these applications and Neuromuscular WA may, at its sole discretion, request an updated Nationally Coordinated Criminal History Check at any stage during employment.

You must have the legal right to work in Australia with no restrictions. If requested by Neuromuscular WA at any stage during employment, you must provide evidence of your continuing right to work in Australia.

We abide by relevant quality standards & external accreditation requirements and working within the disability services environment we adhere to the Convention of Rights of Persons with a Disability, and we abide by the National Disability Standards and the NDIS National Practice Standards.

We comply with all legislative requirements including - Occupational Health and Safety, Equal Opportunity, Service Excellence Framework, Privacy Act; Disability Services Act (WA) etc.

We are a child safe workplace complying with the National Principles for Child Safe Organisations and will undertake all training and compliance as required.

Our Office is located on the QEII Medical Centre Campus and smoking and vaping are prohibited. We are committed to a smoke free environment workplace and expect staff to respect this when representing Neuromuscular WA at all our events and activities in public.