

POSITION DESCRIPTION

Position Details

Position Title:	Community Fundraising Manager NSW/ACT (excluding West NSW)
Reports to:	National Manager – Community Fundraising
Position Type:	Full Time
Location:	L4, 80-84 Chandos Street Sydney, NSW

Why work for JDRF?

JDRF has a clear and simple mission – to accelerate life-changing breakthroughs to cure, prevent and treat T1D and its complications. As an employee at JDRF, you will demonstrate our Values by using your *passion* to make an *impact & collaborating* both internally and externally with *integrity* to realise JDRF's *vision* of a world without Type 1 Diabetes (T1D).

Role Overview

The Community Fundraising NSW/ACT (excluding West NSW) will be responsible for growing the fundraising capacity of JDRF in NSW/ACT through engagement with the T1D community and their supporters, the local corporate community, the volunteer leadership group and other key stakeholders via JDRF's portfolio of fundraising events and campaigns.

The Fundraising Manager NSW/ACT will be required to identify, manage, cultivate, and nurture relationships that ultimately create opportunities to mobilise the JDRF community and Corporate Community to fundraise. The role will oversee the Community Fundraising Coordinator – NSW/ACT

Success in this role relies on the timely support and execution of select national campaigns and programs, targeted relationship management across various mediums, coupled with financial accountability of income and expenditure budgets. This role will work closely with the State based Philanthropy Executive to acquire and steward major donor relationships and partnerships.

Key Accountabilities

Success will be measured by the successful applicant's accountability and successful delivery of our annual operating plan which includes, but not limited to:

- Raising funds through genuine engagement with JDRF key stakeholders and supporters to leverage their personal, professional, and corporate networks. Key stakeholders can include people with type 1 diabetes and their extended families, their places of work, local corporate organisation, Major Donors, those who give regularly, the Volunteer Leadership Group and Health Care Professionals.-
- Achieving State-based income targets through identifying and cultivating business development opportunities. You will focus on fundraising growth by translating donor passion and commitment into revenue via JDRF's portfolio of fundraising events and campaigns including, but not limited to One Walk, One Ride, NSW Sports Gala, Community Fundraising, Giving Day, Philanthropy, Regular Gifts and Trusts and Foundations. This will be coupled with securing event partnerships, charity

partnerships and other local opportunities which translate to revenue and increased community awareness of JDRF.

- Working closely with the wider organisation, you will develop and implement strategies to sustain and grow JDRF's portfolio of relationships, events, programs, and campaigns within your region. You will work collaboratively with the volunteer local state leadership group.
- Achieving excellence in internal and external customer service and responsiveness. You will effectively use the functionality of JDRF's Salesforce Database to manage donor data, produce and action reports to exceed customer expectations.
- You will regularly provide financial reporting, acquittal and forecasting of state-based budgets, to ensure mutually beneficial relations, outcomes, retention, and growth.
- Additionally, you will provide accurate ongoing advice on State performance and market trends via our financial reconciliation and accountability systems.
- Contribute to the wider success of JDRF by living the values. (Passion, Integrity, Vision, Collaboration, and Impact)

Essential Capabilities

1. Excellent interpersonal and influencing skills including the ability to establish rapport, building and nurturing relationships, generate commitment, and motivate people.
2. Highly organisational and strong project management skills, including the development of work plans with tasks, timelines, and responsibilities.
3. Event Management Skills
4. Engaging, professional and mature person with extensive relationship management and people management experience.
5. Accountable, responsible, and driven individual with sound judgement and problem-solving capabilities who can work autonomously and as a member of a wider team.
6. Flexible, adaptable, and agile with the ability to work in a fast-paced environment and work occasional out of hours and some weekends as required.

Essential Knowledge & Experience

- Demonstrated experience in the non-for-profit sector with focus on relationship fundraising and business development.
- A strong EQ and ability to connect with all types of people
- Demonstrated experience cultivating supporters and maximising supporter acquisition and retention.
- Proven experience identifying, nurturing, and growing community fundraising and/or community partnerships.
- Solid understanding of financial processes and reporting, with proven experience in managing, analysing, reporting, and forecasting budgets for multiple campaigns and programs.
- Commitment for achieving the goals and mission of JDRF

- Focus on finding solutions, not excuses
- Meet timelines, and shows enthusiasm, persistence, and tenacity
- Seek to reach outcomes through a positive, team-oriented, can-do attitude
- Demonstrated strong administrative skills and computer literacy.
- Strong database skills (preferably Salesforce)

If you are passionate about what you do and making a difference, then we want to hear from you. To apply, please forward your CV and a covering letter of no more than 2 pages, addressing the key criteria above to the National Manager Community Fundraising, **Tamara Aitchison** on taitchison@jdrf.org.au or contact Tamara Aitchison, if you have any questions on 0402 810 069