

Position Title External: Relationship Manager, Philanthropy  
Position Title Internal: Associate Major Gifts  
Reports to: Head of Philanthropy and Partnerships (HOPP)  
Position Type: Contract or Permanent. Full Time with ability to travel.  
Location: 2 days per week in office. Sydney or Melbourne.

You will secure funds for JDRF by fulfilling the interests and passions of donors by providing them with giving opportunities, encouraging them to increase their giving, and assuring that as many as possible are retained as donors to the organization and are upgraded in giving and involvement.

### **ABOUT THE ROLE**

You will be accountable for supporting the team revenue goal of \$8M in FY25.

Be excited to grow yourself in the Veritus approach to fundraising. This includes implementing donor-focused processes and utilizing the Donor Engagement Plan (DEP). **Your portfolio includes Major Donors (starting at \$2,500+). You will qualify your caseload to no more than 150 qualified donors.** You will do this by following the Veritus 7-step qualification process. You will care for each donor through personalized, high-touch experiences including;

- One touchpoint monthly and three meaningful moments (advancing their connection to mission) every 12-months.
- Set 2x individual goals per year for each person based on the donor's history of giving and the organization's knowledge of that donor's potential.
- Partner with the HOPP to deliver relevant needs such as compelling proposals and impact reporting to articulate mission priorities.
- Portfolio planning at the beginning of each year with regular analysis of reports for weekly and monthly goal setting. This includes having and maintaining a plan (DEP) for each donor that will serve as a foundational communication and marketing plan for each person in your portfolio. Will faithfully and, in a timely manner, execute that plan so that you deliver on (1) increased donor retention and (2) increase the revenue per donor.

### **YOUR PERFORMANCE WILL BE MEASURED BY**

- Ability to qualify a caseload of 120-150 donors representing the highest giving potential.
- Ability to create reasonable financial goals for each donor based on giving and potential.
- Ability to create a personal contact and ask plan for each donor that considers the individual donor's interest, motivations, giving patterns and ask preferences, in a timely and cost-effective manner, and retain and upgrade them.
- Ability to work with the HOPP to secure project and organization information and write effective offers, proposals and asks. Ability to secure information that can be sent back to donors to report on how their money was invested.
- Ability to provide and speak to data/reports that reflect caseload and performance.
- Ability to manage deadlines and budget while adhering to the policies and procedures of the organization and ability to get along with peers while maintaining a positive and constructive attitude while solving problems. Ability to protect the mission, goals and values of the organization.

### **TO BE SUCCESSFUL IN THE ROLE YOU WILL**

- Be comfortable setting goals to challenge yourself.
- Understand that rejection can happen.
- You are not afraid to try new things, go out on a limb, test new ideas and strategies and go above and beyond for your donors.
- You are donor obsessive - it's your passion and you understand scheduling things around your donors' lives and time.
- You ask questions and are curious about everything. Roadblocks don't shut you down.
- In your portfolio, you have at least 10-15 different situations that are problematic, complex.

### **YOUR BACKGROUND AND EXPERIENCE WILL INCLUDE**

- Professional fundraising experience, with achievements in a mission-driven organization.
- Ability to understand and effectively communicate complex research about Type 1 Diabetes.
- Collaborative and comfortable with complex relationships that require partnership, negotiation, consensus building and compromise to reach organizational goals.
- Results-driven with the talent for creative problem solving.
- Track record of working effectively with volunteers and staff through effective persuasion and influencing techniques.
- Ability to be effective, productive and take initiative while working independently.
- Ability to effectively establish priorities. Highly efficient in time management and meeting deadlines.
- Superior active listening, observation, analytical, and problem recognition and solving skills.
- Proficient in Microsoft Office (Outlook, Word, Excel & PowerPoint) and Salesforce or other CRM database platforms.
- Trusted professional able to ensure that the confidentiality and security of all information is maintained.
- Ability to travel, including overnight travel.

### **WHY WORK FOR US**

Join an extraordinary global organization that has driven every major advancement in Type 1 Diabetes since our founding 50 years ago. You will also enjoy:

- Work-life balance with hybrid and flexible work structure (minimum 2 days in office), including company equipment to facilitate transition between office and home
- Summer Fridays December to February
- 1 wellness day per year + family renewal leave in December
- Salary sacrifice options and benefits to increase take home pay
- Team building with annual TEAM meeting in Sydney
- Employee Assistance Program
- Learning and Development provided to have the skills you need for your role

### **WHY JDRF**

**Every career success you have supports better lives for millions of people facing T1D worldwide.**

Every single dollar raised is committed to taking a cure from hope to reality – while making the lives of people with T1D easier, safer, and healthier until that happens. JDRF is a national not for profit organisation with offices in five states as well as being part of a Global affiliation across six countries.



While accelerating cures for T1D remains our North Star, fundraising also ensures we can continue to improve lives until that goal is reached. Learn about our top advances from 2024, with this [video featuring Breakthrough T1D \(US formerly JDRF International\) CEO Aaron J. Kowalski, Ph.D.](#)

If you are passionate about what you do and making a difference, then we want to hear from you. To apply, please forward your cover letter and resume to Kari Musick, Head of Philanthropy and Partnerships, on [kmusick@jdrf.org.au](mailto:kmusick@jdrf.org.au)