

Fundraising Manager



Role Purpose

The Fundraising Manager plays a leading role in the development and implementation of all fundraising and philanthropic endeavors for Beyond Zero Emissions (BZE).

Reporting to the Chief Executive Officer (CEO) and working closely with the CEO, Senior staff and Board of Directors; you will focus on building a significant and sustainable income stream through a range of fundraising programs including grants and major donations. Your proactive approach will be crucial in managing and expanding the donor base and ensuring revenue targets are met. You will be a natural in 'working a room', comfortable dealing with all levels of seniority and managing up to always ensure a smooth and successful representation of BZE.

This position is an ongoing part time 0.6 position.

Key Responsibilities

- Build and cultivate relationships with funders, including developing and delivering donor stewardship strategies tailored to major donors
- Develop the fundraising plan and organisational strategy to maximise and grow sustainable income streams
- Lead the execution of fundraising activities, including campaigns, appeals, grant acquittals, events and donor engagement
- Actively identify and solicit partnership opportunities for the CEO and Board members, providing professional insight and a personalised approach
- Grow and develop our existing donor base through appeals and regular giving,
- Ensure fundraising activities enhance our brand positioning and comply with the requirements of the brand policy and brand guidelines.
- Report on fundraising activities to demonstrate the performance of tactics and the fundraising strategy
- Ensure the funding acquittals and reporting obligations are met across all funding sources
- Manage a Fundraising Specialist and a pool of skilled volunteers.

Key Selection Criteria

Experience and Qualifications:

- Relevant experience in a similar role managing fundraising programs end-to-end, from conception to reporting outcomes, ideally within the not-for-profit sector
- Diploma or higher qualification in a relevant field, or equivalent lived experience

Skills and Technical Expertise:

- Exceptional communication skills; adept at writing compelling proposals and stewardship reports
- Skilled in presenting information to high-profile stakeholders
- Experience of monitoring and evaluating fundraising performance and building on insights to improve overall results
- Demonstrated success securing funding, ideally generating over \$50,000 either from a single source, or from an appeal or campaign
- Proven ability in developing and executing gift plans, achieving fundraising targets with a results oriented approach
- Advanced organisational abilities, proficient in project management, multitasking, forecasting, budgeting and maintaining accurate records in databases
- Highly developed interpersonal skills, with the proven ability to build effective relationships and communicate with a diverse range of people and sectors.

Personal Attributes:

- Commitment to Beyond Zero Emissions' vision and purpose together with an understanding of, or interest in, climate science and Australia's transition towards a low-carbon economy
- Team player who is committed to contributing to a positive team culture and actively working towards the goals of our strategic plan.