 Conservation Council SA	Title: Job Description	
	Person: Fundraising Manager	Draft version: 1.0
	Approved: AT	Date: March 2021

JOB AND PERSON SPECIFICATION

Title of Position: Fundraising Manager

Responsible to: Chief Executive

Remuneration: Award Free

Hours: Full time, 38 hours per week

Position contract: Ongoing

Location: The Joinery, 111 Franklin Street Adelaide

CONTEXT STATEMENT

THE ORGANISATION


The Conservation Council of South Australia Inc (CCSA) is the peak conservation body for South Australia, representing over 50 of the State's conservation organisations.

CCSA is an independent non-profit, non-party-political, community-based organisation which provides resources, advice and representation for the SA environment movement, and which leads many of the key conservation campaigns in SA. CCSA is also known for its success in developing long term community development, education, and on-ground environmental restoration programs.

THE ROLE

The Manager, Fundraising is responsible for the development and delivery of CCSA's strategic and operational fundraising. The role will have a focus on growing major gifts and bequests as a priority.

The Manager, Fundraising is part of the CCSA Management Team and contributes to strategic and business plan development and delivery.

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Specific Functions

- Provide positive and effective leadership in fundraising within the organisation.
- Develop and implement a fundraising strategy aimed at creating growth in fundraising and sponsorship income.
- Lead the preparation and implementation of annual operational plans for fundraising.
- Develop and oversee all aspects of donor acquisition, cultivation, and stewardship.
- Prepare, monitor, and report on annual budgets and cash flows.
- Develop and deliver targets for growth in income.
- Develop and manage partnerships with corporates and philanthropic trusts (for cash and in-kind support) aligned with CCSA values and mission, working closely with the CE and other Manager(s).
- Ensure a strategic and coordinated approach to fundraising across the organisation.
- Coordinate fundraising events; assist with general CCSA event management as required: Represent CCSA at public events.
- Monitor evaluate and report on fundraising activities and results.

Special Conditions


- Out of hours work may be required.
- Intrastate/interstate travel with overnight stays may be required.

General Duties

- Share skills, knowledge and perspectives within the organisation where requested
- Participate in and contribute to CCSA staff meetings, fundraising, conferences, events, and training, as relevant
- Other duties within skills and competence to support the organisation as required
 - Implement and monitor compliance with CCSA WHS policy and procedure.

Reporting Responsibilities

- The position reports to the Chief Executive.
- This role will also work closely with the Administration/Membership and Marketing Officer.

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SKILLS AND ATTRIBUTES

Skills and Abilities


1. Proven leadership and team management skills.
2. Well-developed strategic thinking ability and sound analytical skills.
3. Ability to develop & monitor strategic & organisational business plans.
4. Excellent interpersonal and written communication skills.
5. Proven organisational skills and the ability to work on multiple complex projects.
6. Proven ability to form strong relationships with internal and external stakeholders.
7. Ability to work under pressure to meet deadlines.
8. Ability to develop and monitor budgets at the macro (program) and micro (project) level.
9. Ability to develop and deliver a multifaceted fundraising strategy.
10. Ability to manage and grow fundraising income from various sources including regular giving, bequests, major giving and membership.
11. High level skills in donor acquisition and stewardship.
12. High level skill in use of data to underpin fundraising initiatives and analysis.
13. Ability to successfully develop new income streams.
14. Ability to manage stakeholder relationships within a fundraising portfolio.

Knowledge and Experience

1. Demonstrated experience in managing an effective, efficient fundraising program.
2. Significant skill & experience in all aspects of contract management, people management & business planning.
3. Significant experience and demonstrated success in a fundraising role in the not for profit sector.
4. Excellent knowledge of fundraising approaches using both digital and traditional channels.
5. Experience with customer relationship management databases and strategic reporting.
6. Sound knowledge of relevant legislation and industry best practice.
7. Awareness of WHS legislative requirements and key WHS principles: A strong understanding of WHS policies and practice.
8. Relevant tertiary qualifications in fundraising, or related discipline; or equivalent industry experience.

Personal Attributes

1. High level of initiative and the ability to solve complex challenges with minimal guidance.
2. Flexibility and a willingness to take on new challenges.
3. A positive attitude.
4. Strong team player within a diverse environment.
5. Personal commitment to environmental protection.

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CONDITIONS OF APPOINTMENT

Employment conditions are governed by the CCSA Enterprise Agreement 2015. Payment for work-related travel in the employee's own vehicle will be made in accordance with the CCSA Enterprise agreement 2015. CCSA is a smoke-free workplace.

CCSA staff are required to operate in a manner consistent with Work Health & Safety (WH&S) and Equal Employment Opportunities (EEO) policies.