

POSITION DESCRIPTION



POSITION:	Fundraising Relationships Manager
REPORTS TO:	Head of Fundraising
DIRECT REPORTS:	NONE
KEY RELATIONSHIPS:	Head of Fundraising, CEO, Community Fundraising Manager, Brand and Content Manager, Digital Manager

POSITION DESCRIPTION

This role is responsible for the identification and development of fundraising opportunities that emanate from individual relationships within the SA community including Corporate Partners, Major Givers, and Trusts/Foundation. This includes development of new relationships that will produce a fundraising potential for the Foundation as well as the nurturing and cultivation of existing relationships.

The incumbent will be responsible for utilising the strength of the Women's & Children's Hospital Foundation brand to achieve new business objectives and expand existing relationships. The role has influence over the strategy and direction of our relationship fundraising programs as well as the operational delivery of these strategies

PRINCIPLE RESPONSIBILITIES:

- 1. Lead and develop the WCHF Relationship Fundraising Programs.**
- 2. Steward all partners/donors and prospects efficiently and effectively.**
- 3. Manage the resources dedicated to the Relationship Fundraising Programs.**

KEY RESULT AREAS

- 1. Lead and develop the WCHF Relationship Fundraising Programs.**
 - Develop and document fundraising strategies to improve and grow each of the programs as a whole.
 - Develop and implement retention/engagement strategies to ensure partners/donors needs are met.
 - Develop, implement and achieve key performance indicators.
 - New donors and corporate partners are identified and secured, and partner retention activities developed and implemented
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- Identify and secure new partnerships/donors across the corporate, Major Donor and Trust/Foundation revenue streams.
- Prepare and deliver professional, timely and effective proposals to prospective partners/donors
- Assist partners/donors in a hands-on capacity to deliver and activate fundraising initiatives where required.
- Work with Head of Fundraising/Digital team to conceptualise and facilitate the development and delivery of appropriate digital content as it relates to each partner/donor

2. Steward all donors and prospects efficiently and effectively.

- Key stakeholders and partners are supported by regular liaison and high-level relationship management
- Maintain and develop a network of relationships with corporate partners that will be willing to support WCHF - which will include attendance at events which are outside of normal business hours.
- Plans and reports are developed for corporate partners in a timely manner and accurate records kept
- Manage and steward the Foundation's existing Corporate Partnerships Program (donations, sponsorship and via other fundraising initiatives).
- Deliver meaningful donor engagements to the major Donor cohort, including events and CEO meet and greet.
- Undertake reporting and acquittal's required by partners/donors
- Liaise with relevant WCHF staff and where required WCHN staff to ensure delivery of mutually agreeable recognition outcomes for WCHF partner projects.
- Work with Manager, Brand and Content, to ensure appropriate fundraising collateral is developed to support partnerships/donors

3. Manage the resources dedicated to the Corporate Partnership Programs.

- Ensure all data related to Partners/donors is captured accurately in Raiser's Edge.
- Delivery of the set fundraising targets for Corporate Partners, Major Givers, and Trusts/Foundation
- Monitor and report on the income and expense budget for Corporate Partners, Major Givers, and Trusts/Foundation
- Maximize media opportunities of corporate partner activities and fundraising as they relate specifically to WCHF.

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OTHER DUTIES

- Other duties from time to time as may be required from time to time to meet the objectives of the position and the organization.
- Contribute to a safe and healthy work environment, free from discrimination and harassment by adhering to the provisions of the relevant legislative requirements including Equal Employment Opportunity, Work Health and Safety, the Code of Conduct and organisational policies.
- Ensure their own and other people's safety through taking reasonable care through their acts or omissions while at work.
- Assist with the delivery of Foundation events as required.

SPECIAL CONDITIONS

- Some out of hour's work may be required.
- May be required to travel intra/interstate.
- Must be prepared to attend relevant meetings with staff and educational activities as required and to participate in the performance development process.
- Must be prepared to attend WCH Foundation events as and when required.

PERSON SPECIFICATION

- Proven client relationship management and high-level interpersonal skills for communicating and negotiating with stakeholders
- A high level of emotional intelligence and empathy and dealing with sensitive matters
- Willingness to accept change and remain effective while prioritizing workload
- Outstanding written and verbal communication skills and presentation
- Experience working in a broad corporate context and an understanding of corporate fundraising with a view to achieving fundraising targets
- Understanding of budgets and delivering against them.
- Ability to work under pressure and within tight time constraints when necessary
- Ability to work unsupervised and to meet deadlines
- Experience in working within an effective team and ability to work in an environment based on communication and trust

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PERFORMANCE & SALARY REVIEW PROCESS

Remuneration levels are based on experience status and performance achieved within the salary range identified for each position. Performance will be assessed on the relative achievement of the Key Result Areas as agreed above.

Performance reviews will be conducted in March of each year.

Salary reviews will be conducted in May of each year for implementation in the new financial year.

Fundraising Relationships Manager

/ / 2022

Chief Executive Officer

/ / 2022