

**Amaze**

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## Amaze Position Description

<b>Position Title:</b> Fundraising Manager	<b>Division:</b> Community Partnerships & Capacity Building
<b>Reporting To:</b> Manager, Community Partnerships & Capacity Building	<b>Effective Date:</b> 08/02/2019
<b>Direct Reports:</b> 0	<b>FTE:</b> 1.0 (Negotiable)

### Amaze Social Impact, Purpose and Strategic Directions

**Our Social Impact:** Amaze aims for a society that i) respects the dignity of every person on the autism spectrum and ii) offers each of them opportunities for meaningful participation and to make a valued contribution.

**Our Purpose:** We build awareness and understanding of autism. We develop community capacity by working with others to help them value and support people on the autism spectrum and their families.

**Outcomes to be achieved by 2040:** 1) Community awareness and understanding of autism in Victoria increases over time; 2) Attitudes and behaviours towards people on the autism spectrum by the Victorian community (government, private and social sectors) improves over time; 3) Opportunities for meaningful participation and a valued contribution increase for people on the autism spectrum.

**Strategic Activities:**

*Build awareness and increase understanding of autism* through media activity to promote facts and dispel myths, World Autism Awareness Day, provision of information and resources.

*Advocate for positive change* through quality, evidence based advice to governments and other organisations on critical issues for autistic people including early identification and assessment, NDIS, education, employment, mental health, women & girls.

*Community engagement and capacity building* through consultation with the autism community, improving knowledge, skills and capability of individuals and private, public and social organisations.

## Position Summary and Overall Scope

The responsibilities and deliverables for this role respond Outcome 3 (KPI 3.1, 3.2, 3.3) of the Amaze Strategic Plan 2017-2020 – to build the skills of autistic people and their families to advocate for their needs and are able to participate and contribute to the community.

The responsibilities and deliverables for this role is to develop and drive all fundraising efforts of the organisation to meet fundraising targets. The Fundraising Manager's role is to drive, develop and grow income raised from individuals, major donors, community fundraising, trusts and foundations. The main responsibilities of the role are to:

- Grow Amaze's fundraising revenue
- Develop and manage the corporate supporter, major donor and bequest programs
- Manage the Salesforce donor database
- Promote and build community and individual giving
- Support community fundraising activity on behalf of Amaze
- Manage and build trust and foundation income for the organisation's projects and programs

The Fundraising Manager is responsible for the effective delivery of Amaze's Fundraising and giving programs. The deliverables for the role include:

1. Day-to-day management of the fundraising program including developing effective and efficient strategies for donor recruitment and retention.
2. Timely and accurate reporting against funding agreements.
3. Identifying, developing and supporting future funding opportunities for Amaze's Fundraising program, including grant writing and trust and foundation liaison.

As part of Amaze's principle that autistic people and their families are at the centre of all we do, Amaze seeks to employ autistic people. All Amaze staff are required to support autistic employees by making adjustments (both in the way we work and the physical environment) to support that person's needs.

## Key Responsibilities

### Individual and Community Fundraising

- Be the first point of contact for community members who wish to fundraise on behalf of Amaze or to make an individual donation
- Provide support and resources to community fundraisers to maximise their fundraising engagement and potential
- Review, improve and document systems and processes in relation to community fundraising activity
- Keep accurate records of community fundraising activity and manage information in Salesforce
- Develop and deliver community fundraising campaigns (eg: World Autism Acceptance Day/Spectroscopic)
- Implement a donor stewardship system
- Design, manage and deliver two direct appeals and two newsletters each year

### **Database Management**

- Process donations in the Salesforce database including issuing of receipts to donors.
- Ensure accurate input of data and data quality is maintained
- Identify key donors, trends and other appropriate information
- Provide high quality data and reports for the mail house and other relevant stakeholders

### **Corporate Supporters and Major Donors**

- Establish, build and cultivate relationships with existing corporate supporters and high net worth individuals as well as identifying new prospects
- Work with key internal stakeholders as appropriate
- Hold and attend events as required with these key groups
- Develop promotional material as required

### **Trusts & Foundations**

- Lead the preparation of written submissions in collaboration with relevant team members
- Ensure timely preparation and submission of grant applications and acquittal reports
- Be the main liaison and contact point with trusts and foundations
- Establish, build and cultivate relationships with existing and prospective trusts
- Ensure staff are fully briefed on funding requirements and lead the acquittal process

### **Reporting**

- Prepare the board report detailing financial results and fundraising activities
- Monitor, analyse and report on trends in philanthropy and fundraising in the broader community
- Ensure reporting is completely in line with funding agreement obligations.

### **Management:**

- Develop and manage financial budgets for programs and program areas within the role's responsibility and undertake monthly forward forecast with Amaze Finance and Operations Manager.
- Working with Manager, Community Partnerships & Capacity Building & Fundraising Strategic Adviser, identify, assess and develop proposals and submissions for funding for future programs and projects.
- Working with the Fundraising Working Group (a board subcommittee) as and when required
- Support and contribute to the Amaze Healthy Workplace Culture program and actively participate in 4 feedback sessions per year with staff and CEO.
- Adhere to Amaze Principles, Policies and Procedures and ensure any direct reports have a current knowledge of, and are complying with, the Amaze QMS.
- Undertake other duties in line with qualifications, skills and experience as required by and agreed with the CEO and Manager, Community Partnerships & Capacity Building.

### **Amaze Quality Management System (QMS)**

- All Amaze employees are required to be familiar with and adhere to policies and procedures within the Amaze QMS available on the Amaze network.

### **Other**

Other tasks as may be reasonably requested from time to time in line with the employee's skills and capability.

### **Relationships – Internal and External**

**Direct Reports:** NIL

**Other Internal:** Manager, Community Partnerships & Capacity Building  
Business Development Team Lead  
Manager, Policy & Advocacy  
Finance Coordinator  
Manager, Communications  
Manager, Finance & Operations  
Fundraising Working Group

**External:** General public  
Donors and volunteers  
Partner organisations  
Government & other funders  
Fundraising Consultants

### **Key Selection Criteria**

#### **Qualifications:**

- Degree qualification in an appropriate field (e.g. fundraising, business, marketing) or relevant experience
- Certified Fundraising Executive (CFRE) desirable

#### **Experience:**

- 5+ years' experience in a fundraising and/or sales focused customer service role, with proven ability to provide a high level of customer service
- Experience in developing and delivering fundraising programs and projects
- Experience working with high net worth individuals
- Experience in a membership/similar organisation would be highly regarded
- Experience in developing funding proposals for philanthropic funders and in preparing outcomes reports / acquittals for funding bodies.
- Knowledge of Salesforce database reporting and analytics

#### **Competencies:**

The successful applicant must be able to demonstrate:

- Superior verbal and written communication and presentation skills
- High level organisational skills and attention to detail

- Relationship management at various levels of an organisation and external
- Demonstrated ability to work effectively as part of a team and contribute to the achievement of broad organisational goals
- Lateral thinker and a self-starter with initiative

**Desirable**

- Sound understanding of fundraising within the disability sector will be highly regarded.

**Other**

- *National Police Check* and *Working with Children's check* is required
- Current Victorian driver's licence is desirable
- Some out of hours work may be required
- Evidence of Australian residency or current working VISA