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# My role with Anglicare

## POSITION DESCRIPTION

<b>Position Title:</b>	Head of Fundraising
<b>Service/Facility/Department:</b>	Client Engagement
<b>Direct Reports:</b>	Bequest and Wills Officer, Relationship Manager and Community Fundraising Officer and Customer Service Officer
<b>Key Relationships:</b>	<b>Internal:</b> Anglicare staff and managers
	<b>External:</b> Anglican Schools and Parishes, corporate partners, , Community groups, donors and trusts , pro bono partners.

### Position Statement / Overall Purpose

The overall purpose of the Head of Fundraising is to generate fundraising income allowing Anglicare Southern Queensland to deliver missional activities. The role will be accountable for driving internal and external fundraising projects ensuring financial and operational success of campaigns and activities while leading and motivating the Fundraising team.

The Head of Fundraising will work in accordance with the values of Anglicare Southern Queensland (Anglicare) and support core business by providing service, guidance and advice within this position's specialty area.

### Position Specific Credentials, Qualifications and Other Requirements

- Current National Police Check
- Current Blue Card
- Current Queensland Driver Licence
- Degree qualified, with related practical experience
- Bankruptcy Check

### Key Selection Criteria

- Substantial experience and proven success in fundraising roles within a non-profit organisation or foundation
- Proven track record in developing, implementing and maintaining successful fundraising programs
- Able to set and manage financial budgets and maintain reporting requirements
- Experience managing and motivating a team and KPI's
- Strong relationship building skills with the capacity to influence, negotiate and problem solve
- Developed networks with donors, trusts and corporates
- Organisational skills in project, budget and time management, working within deadlines and multi-tasking
- Experience in developing fundraising strategies
- Strong experience in managing capital raising campaigns

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# My role with Anglicare

## Key Accountabilities and Responsibilities

### 1. **Accountability: Governance and strategy**

*Develop and implement the fundraising strategy*

#### **Responsibilities:**

- Formulate a 3-5 year fundraising strategy that establishes fundraising targets, timeframes and governance structure
- Develop policies and procedures for fundraising
- Implement and manage processes for all fundraising programs: workplace and regular giving; bequests, major gifts and general donations; corporate partnerships; community fundraising, trusts and foundations; and direct mail campaigns
- Achieve revenue targets and productivity levels

### 2. **Accountability: Plan and implement Donor activity**

*Develop and drive increased donor activity within fundraising campaigns and programs*

#### **Responsibilities:**

- Develop and implement a donor development plan for all donor relations and communications
- Set strategic direction of appeals and projects, develop fundraising and community initiatives and reinforce brand values and positioning
- Provide regular reports on activity and analysis overviews
- Establish and nurture relationships with donors
- Grow and diversify existing database for donors and bequest and wills
- Establish a donor journey blueprint to ensure all donors and partners have an excellent experience
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### 3. **Accountability: Reporting and Financial Control**

*Manage financial requirements and budgets to support fundraising strategies and outputs*

#### **Responsibilities:**

- Provide timely reports for Executive and Board Reports
- Monitor and meet income and expenditure targets within set policy, practice and timeframes
- Support accurate financial reporting and management on the allocation and use of grant funds

### 4. **Accountability: Relationships, collaboration and leadership**

*Engage and collaborate with stakeholders to build effective relationships and provide strong leadership*

#### **Responsibilities:**

- Develop corporate, philanthropic, community and staff networks and ensure Anglicare is represented in the community
- Create and implement sponsorship and corporate partnership strategies
- Support, guide and supervise the fundraising team to ensure effective management of all activities

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# My role with Anglicare

- Create a team culture that is productive, professional, collaborative, flexible and aligned to organisational values
- Collaborate in the recruitment, on-boarding and orientation of new team members
- Undertake performance management and development activities to ensure continuous improvement
- Collaborate effectively with services and other corporate areas to enable better fundraising practices
- Build strong relationships with the Parish and Clergy to implement fundraising activity within

## 5. **Accountability: Plan, manage and implement all capital raising campaigns**

***Manage campaigns to generate income to fund capital works projects across the organisation***  
**Responsibilities:**

- Develop capital raising plans for all capital works projects
- Manage community and stakeholder engagement to ensure community involvement
- Oversee the event planning and implementation to enable fundraising targets to be met
- Set fundraising targets for the team and the organisation including cross department engagement
- Work with marketing and comms to establish appropriate communication
- Manage and develop all pro bono partners for the campaign ensuring partners and donors have an excellent experience

## **Other Duties and Requirements**

- Maintain confidentiality, including but not limited to information relating to residents, clients and employees of Anglicare and do not disclose information during or after employment.
- Act in accordance with Anglicare's Code of Conduct and the organisation's policies and procedures.
- Ensure that credentials and qualifications set out in this Position Description are current at all times.
- Undertake those tasks outlined on a duties list, or any other tasks delegated to you by your manager or supervisor, provided these requirements are safe, efficient, relevant, legal and within your abilities.
- Undertake work practices in a safe manner and comply with work health and safety instructions, within relevant policies and procedures.
- Undergo relevant evaluations and assessments, as requested by Anglicare, to ensure that the physical and functional requirements of the role can be met.

<b>Delegation of Authority:</b>
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- In accordance with the Anglicare Delegations of Authority Policy.