



## Position Description

<b>Job Title:</b>	<b>Fundraising Manager</b>
<b>Reports to:</b>	<b>Executive Manager</b>
<b>Team:</b>	<b>Executive Team</b>
<b>Location:</b>	<b>Victorian Scout Centre, Mount Waverley</b>
<b>Award and Level:</b>	<b>Award Free</b>
<b>Employment Type:</b>	<b>Full time, Permanent</b>
<b>Position Description Approved By:</b>	<b>Jon McGregor, Executive Manager</b>

## Role Purpose:

Scouts is a worldwide movement that has shaped the development of youth and adults for more than 100 years. Scouts are in every part of our community and Scouts is the biggest and most successful youth organisation in Australia. More than 25,000 boys, girls, and adults in Victoria enjoy a huge range of activities. Scouting is diverse and inclusive, and welcomes all, regardless of race, faith, ability, gender, or orientation.

The aim of Scouting is to encourage the physical, intellectual, emotional, social, and spiritual development of young people so they may play a constructive role in society as responsible citizens and as members of their local and international communities. This is achieved through a strong and active program that inspires young people to do their best and to always be prepared.

As part of the Executive Leadership Team the role is responsible for the generation of funds for Scouts Victoria, through strategic planning and day-to-day operations of fundraising raising team. Fundraising activities includes, donations, grants, annual fundraising activities, including Scouts Victoria's Monster Raffle and annual Christmas Tree Drive, government and philanthropic funding opportunities on both a State wide and local level.

Scouts Victoria is a Child Safe organisation. Scouts Victoria is inclusive of all, regardless of gender, sexuality, race, religion, or abilities and does not tolerate any form of harm, abuse or neglect.

## Key Responsibilities:

The responsibilities of this role include, but are not limited to:

- Generate an increased income for Scouts Victoria through Fundraising activities, Grants and other funding.
- Develop and implement fundraising strategy.
- Contributing to and implementing the annual Fundraising plan for Scouts Victoria.
- Management of the Scouts Victoria Fundraising Team.
- Develop and maintain strong professional relationships with volunteer stakeholders at all levels of the organization.
- Representing Scouts Victoria on key strategic governance committees linked Fundraising.
- Managing the activities of the department, including the expenditure and revenue budget.
- Managing key business partnerships to support Scouts Victoria.
- Developing donor database direct marketing strategies, including design & delivery of annual appeals on behalf of the Victorian Scout Foundation.



- Generating regular reports on fundraising status.
- Driving commercial opportunities for revenue generation.
- Identifying relevant government and philanthropic funding opportunities (Trusts and Foundations) and overseeing group grant application process through Scouts Victoria
- Coordinating broader donor acquisition, retention and engagement with a fundraising focus including: Tax donation appeals and regular and planned (bequest) giving programs
- Develop and maintain strong professional relationships with volunteer stakeholders at all levels of the organization.
- Develop an effective team through engagement, empowerment, coaching and communication.

**Work Experience Requirements:**

**Specialist skills and knowledge required for role**

- This position requires an experienced Fundraising Manager with a strong understanding of fundraising channels, ideally in a membership-based setting
- Event planning, PR and project management skills
- Ability to ensure excellent relationships are maintained in a paid staff / volunteer leadership environment
- Strong people management and leadership experience
- Strong business acumen
- Ability to work in a small team environment, be flexible and take initiative
- Working knowledge of Microsoft suite of business software (Office 365, PowerPoint, SharePoint Word, Excel)
- First-hand experience working or volunteering within the Scout movement would be favourably considered

**Personal Skills**

- Excellent time management and organisational skills
- Ability to manage and respond to the needs of a diverse range of stakeholders
- Excellent communication skills, both verbal and written, with a diverse range of stakeholders
- Ability to work effectively as part of a team
- Ability to think creatively and innovatively
- Ability to develop and implement process improvements
- Ability to provide accurate and detailed information and reports
- Ability to treat matters with appropriate sensitivity and confidentiality and to respect privacy
- Highly self-motivated
- Ability to work under pressure and tight timeframes

**Education Requirements:**

- A relevant tertiary qualification in a Marketing, Communications or business related discipline





**Inherent Requirements for the Role:**

This position requires the staff member to:

- Spend extended periods of time sitting and using office equipment and computers
- Spend extended periods of time liaising with clients on the telephone and in person, in a clear and professional manner
- Be able to work occasional evenings and weekends as required to support the delivery of events
- Access filing cabinets on a regular basis (occasional bending is required)
- Adhere to the Scouts Australia Code of Conduct for Adults in Scouting
- Ability to work flexible as required.
- Satisfactorily complete a Police Records Check
- Possess a valid Working with Children Check Card for employees

**KPI's:**

- Increase YOY funding income for Scouts Victoria
- Increase the visibility of Scouting in the community
- Effective Internal Communication
- Design and Implement a Fundraising strategy

**Agreement:**

I have discussed the requirements of the position with my manager and received a copy.  
The statements contained in this position description reflect general details as necessary to describe the principle functions of this job. It should not be considered as all-inclusive list of works. Individuals may perform other duties as required

Signature and Date:

