



Position Description

Position Title	Fundraising and Development Manager				
Branch / Unit	Campaigns, fundraising, events, philanthropic, sponsorship, donors				
Classification		Employment Status	Ongoing	FTE	Flexi
Salary	Negotiable				
Position reports to	Chief Operations and Fundraising				
Location	Melbourne, 105-115 Dover st Cremorne VIC				
Position Contact	Geoff Hills COFO 0428 909 097 / geoff@streetsmartaustralia.org				

ORGANISATION ENVIRONMENT

Since our inception in 2003, our small team is proud to have raised and distributed over \$7 million to over 700 homeless charities.

The charities StreetSmart support struggle for financial support and a community voice. The grassroots community groups and projects provide critical assistance to vulnerable and at-risk people. Without them, many thousands of Australians would miss out on basic, yet essential services (food, clothing, shelter, hygiene). We hope to help make sustainable change.

StreetSmart Australia's core work cover several areas within the not for profit sector:

- Community campaigns – inspiring the community to help support grassroots organisations, through - SleepSafe, StreetSmart monthly projects, CafeSmart, DineSmart, SmartMeals, SmartCare, matched giving, peer to peer and digital
- Education and awareness – creating awareness and advocacy for community partners in both regional and metropolitan regions across Australia
- Collaborate with community and commercial stakeholders to apply both innovative and efficient fundraising methods

The goal over the next two years is to increase community grant distributions to \$1.25 million annually and further enhance our efficiencies in technology when collecting and reconciling donations.

StreetSmart Australia currently comprises of the following structure:

- Operations/Fundraising/Partnerships – Chief of Operations and Fundraising Officer
- Impact/Community – Chief of Impact
- Technology, Systems and Digital – Technology lead
- Communications, Digital/Social, Campaign Management – Community Manager
- Fundraising, donor management, campaign operations, sponsorship and partnerships – Fundraising & Development Manager

StreetSmart Australia is an Equal Opportunity Employer. Aboriginal and Torres Strait Islander people, people with disabilities, LGBTQIA+ people, and culturally and linguistically diverse people are strongly encouraged to apply.

ORGANISATIONAL VALUES

Integrity

An honest and reliable approach in dealing with others and conducts themselves both in a professional and ethical sense.

Courage

Stepping outside of your comfort zone and accepts responsibilities for their own actions

Resilience

Prepared to 'go the extra mile' and be motivated for organisational success

Respect

Values the contribution and diversity of others

ROLE PURPOSE

The Fundraising and Development Manager role is focused on building an engaged and active community at StreetSmart Australia. This will include developing and managing our sponsorships, philanthropic and corporate partnerships, grant submissions, as well as our donor groups, delivering on budgeted revenue and growth across our portfolio of campaigns, events and partnerships.

A day in the life of the Fundraising and Development Manager will involve liaising directly with our funding groups, building long term relationships, creating a transparent and adaptive approach which meets the core purpose of StreetSmart. We have a few larger campaign/event style activations throughout the year, which will involve all levels of partnerships, from small business, right through to large scale global organisations. There is also moments where we will be out on the road, chatting with partners and connecting local people with their local community groups through fundraising activities. There are pockets of our business which are waiting for someone to pick up and develop.

KEY ACCOUNTABILITIES	KEY ACTIVITIES
Strategy and implementation	<ul style="list-style-type: none"> • Lead the donor and fundraising strategic plan, aiming to grow our existing and new donor base. Keeping a close eye on trends and methods within the philanthropic, foundation and corporate giving space • Plan and oversee coordination of donor engagement campaigns, events and activities • Key account management and liaison between StreetSmart and sponsorship activations, campaigns and events • Support the Chief of Operations and Fundraising in reporting and developing the fundraising budget
Growth	<ul style="list-style-type: none"> • Work closely with Community Manager and Tech Lead on digital integration donor methodology, strategies and activations • Engagement with stakeholders aligned with each campaign; identifying new or leveraged opportunities • Research, test, try, report on new initiatives and approaches in working with donor groups and securing new audiences • Research and proposal writing for funding/grant opportunities
Quality / Compliance	<ul style="list-style-type: none"> • Manage storage systems and platforms (eg: Dropbox / G Drive) • Salesforce reporting and data management • Ensure fundraising is under State compliance – Fundraising Authority • Participants, donors, ambassadors and project partners are informed with accurate, compliant and ethical content

KEY SELECTION CRITERIA
<p>Criteria 1 : Professional skills, experience and/or qualifications relating to business/marketing/community/diversity; proven success in fundraising, events, initiatives to achieve set financial targets and budgets</p> <p>Outward focused; engaging with corporate, commercial and community categories</p> <p>Criteria 2 : Sound knowledge of corporate giving, peer to peer fundraising, digital giving, philanthropic and event based giving</p> <p>Criteria 3 : Experience in CRM systems; intermediate – advanced level (eg: Salesforce)</p> <p>Criteria 4 : ‘Creativity and innovation’ Knowledge and understanding of homelessness and community sector in Australia; story telling and engaging with audiences to support and connect to the cause</p> <p>Criteria 5: Excellent speaking, presentation and interpersonal skills</p>

Approval Name (COFO)	Signature / Date
Approval Name (Fundraising and Development Manager)	Signature / Date