

Position Description



**Alannah & Madeline
Foundation**

Keeping children safe from violence

Position title: Fundraising Relationship Specialist

Department: Communications and Fundraising

Reports to: Head of Fundraising

Job type: Full time, ongoing

Date: September 2018

ABOUT THE FOUNDATION

The Alannah & Madeline Foundation is a national charity protecting children from violence and bullying.

The Foundation was set up in memory of Alannah and Madeline Mikac, aged six and three, who were tragically killed with their mother and 32 others at Port Arthur, Tasmania, on 28 April 1996. In memory of his daughters, Walter Mikac and a small group of volunteers – including Gaye and John Fidler who survived Port Arthur – set up the Foundation, with the belief that all children should have a safe and happy childhood without being subjected to violence. The then Prime Minister launched the Foundation on 30 April 1997.

The Alannah & Madeline Foundation cares for children who have experienced or witnessed violence and run programs which prevent violence in the lives of children. We play an advocacy role and we're a voice against childhood violence.

Our vision is that every child will live in a safe and supportive environment.

The Foundation is committed to Child Safety. Our Child Safe Policy outlines our safe practices for children.

Our values are Caring, Friendliness, Respect, Responsibility, Valuing Difference and Including Others.

POSITION IN CONTEXT

Reporting to the Head of Fundraising, the Fundraising Relationship Specialist is a member of the Fundraising team within the Communications and Fundraising Department and has accountability to support the delivery of the Fundraising strategy across the Foundation including the delivery of optimal service outcomes and achievement of the agreed targets. The Fundraising Relationship Specialist is responsible for developing the Supporter Engagement Program (for supporters giving \$1,000+ cumulative annual gifts) within agreed timelines and budgets and for managing all aspects of the supporters' gift cycle. This role is also responsible for assessing major gift potential, nurturing relationships with Foundation supporters, conducting meetings with major gift supporters if required both autonomously and with other relevant Foundation staff.

FREEDOM TO ACT

- The Fundraising Relationship Specialist works according to the policies and procedures of the Alannah & Madeline Foundation.
- The Fundraising Relationship Specialist, in liaison/consultation with the Head of Fundraising and CEO/Senior Leadership, can assist to develop long-term partnerships with relevant stakeholders in Australia and overseas.

Position Description *cont.*



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MAJOR JOB RESPONSIBILITIES

- Participate in the delivery of a Supporter Engagement Program to achieve identified outcomes within agreed timeframes.
- Nurture positive relationships with existing and prospective mid-value gift supporters.
- Research, identify and qualify prospective supporters for cultivation.
- Ensure appropriate recognition of all mid-value gift supporters.
- Prepare relevant materials as required to highlight appropriate AMF activities.
- Maintain databases so that accurate information is available as required.
- Prepare detailed and timely reports on the progress of the Supporter Engagement Program and other relevant activities.
- Represent, and inspire support for, the Foundation's work in the community as required.
- Work in collaboration with others in the Communications and Fundraising Department including Partnerships and Marketing and Communications Teams to coordinate consistent and effective donor management.
- Develop long-term relationships with key internal and external stakeholders and organisations.
- Other tasks as directed by the Head of Fundraising, CEO and Senior Leadership team.

KNOWLEDGE, EXPERIENCE AND REQUIREMENTS

- Relevant tertiary qualifications or equivalent work-related experience in fundraising, events, sales, marketing or related fields.
- Extensive experience of supporter relationship management, major donors programs and general fundraising, in the not-for-profit sector.
- Demonstrated skill in working with donor database systems and competency in word processing and spreadsheet design.
- Exceptional customer service and relationship management skills, with clear ability to relate to people of varied ages and cultural backgrounds, particularly the elderly.
- Demonstrated verbal and interpersonal skills, including the ability to champion the Foundation and build rapport with a broad range of donors, supporters and stakeholders (internal & external).
- Demonstrated written skills, including the ability to write and edit proposals, applications, reports, correspondence to a high standard and in a timely manner.

Position Description *cont.*



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- Excellent time management skills and attention to detail.
- Ability to work well within a collaborative team environment, as well as independently,
- Ability to work outside standard office hours for key events.
- A Working with Children Check and Police Check.