

<b>Title</b>	Manager, External and Fundraising Partnerships
<b>Business Unit</b>	Community and External Relations
<b>Location</b>	Flexible – Victoria or Tasmania
<b>Employment type</b>	Ongoing, Full-time
<b>Reports to</b>	Senior Manager, Channels and External Partnerships

## 1. About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

We work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land. We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

**Our purpose:** To inspire people, enliven communities and confront injustice

**Our values:** We are imaginative, respectful, compassionate and bold

## 2. Position purpose

Responsible for delivering quality customer experience for engagement with Uniting for key external audiences across fundraising, communications, brand and marketing applying a range of methods including face-to-face, events, direct mail and digital campaigns. Contributing to strategies that deliver enduring and quality partnerships with philanthropic organisations, corporate partners, major, mid-level and individual donors, congregations and non-financial supporters. Responsible for an annual fundraising income target of approximately \$9 million.

## 3. Scope

### Budget:

Shared responsibility for an annual expenditure budget of around \$2 million  
 Shared responsibility for annual income of around \$9 million

### People: 5 Direct reports

- Church and Community Relations Coordinator
- Key Relationships Lead
- Supporter Relations Lead
- Supporter Services Coordinator

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Supporter Engagement (Gifts in Wills) Coordinator + 1 indirect report

### 4. Relationships

#### Internal:

- Mission
- Brand and Marketing
- Creative and Digital
- Quality and Compliance
- Performance and Integration
- Housing and Property
- ELT
- Operational General Managers
- Heads of and Senior Leaders in support services

#### External

- Senior leadership in advocacy, brand, communications, fundraising and marketing in sister agencies
- Senior leadership of UnitingCare Australia
- Other Uniting Church agencies and organisations
- External agencies delivering advocacy, brand, communications, fundraising and marketing activities
- Corporate partners
- Philanthropic trusts and foundations
- Major donors
- Major bequestors

### 5. Key responsibility areas

#### Organisational profile

- Deliver a coherent, relevant and appropriate representation of Uniting Vic.Tas across all external touchpoints
- Protect and promote the reputation of Uniting, in line with the desired brand positioning

#### Stakeholder engagement

- Oversee quality relationships with a range of external stakeholders
- Ensure that all relationships are consistent with Uniting's brand and values
- Ensure policies and procedures are in place that support quality partnerships with external organisations that reflect Uniting's brand and values.
- Oversee relationships with donor segments and other external partners

#### Strategic and Operational

- In association with the Planning and Internal Partnerships team, develop a coordinated program of fundraising activities that align with client need, donor interest and operational priorities
- In association with the Planning and Internal Partnerships team, ensure Uniting's fundraising strategy aligns with its strategic priorities as well as its advocacy, volunteering, and social enterprise approach.
- Develop and implement a clear framework for management and governance of different fundraising modes

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- Identify risks to income across the donor spectrum, identify mitigation activities, for consideration by the Planning and Internal Partnerships Team
- Drive development of our data capability for supporter engagement and analysis
- Play an active role in a range of other operational and strategic projects including the migration of our data to a new CRM.

### Administration and finance

- Ensure annual expenses and income targets are delivered within budget
- Establish key performance indicators for all activities of the team and put in place monitoring and evaluation
- Ensure that all relevant external contracts are in line with Uniting’s procurement policies and represent value for money.
- Manage relevant external supplier relationships – including key deliverables, engagement, budget, and reporting and project planning.

### People and teams

- Establish, lead, coach and inspire an engaged and productive team
- Lead the team in leading practices and effective process governance
- Provide support, guidance, coaching, leadership and empowerment to the team including feedback through performance reviews and regular supervision.
- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships
- Promote and maintain a positive, respectful and enthusiastic work environment
- Provide authentic team leadership and the highest level of professional conduct in alignment with Uniting’s values.

### Legal requirements & risk management

- Ensure that all Uniting’s fundraising, sponsorship and partnership activities are compliant with all state and federal legal requirements, as well as Uniting policies.
- Ensure all legal, funder and statutory requirements pertaining to the position are met including serious incidents, reportable conduct and mandatory reporting (child safety)
- Foster a culture where risks are identified and appropriately managed
- Report areas of serious risk to next level supervisor and work together to mitigate those risks.

### Personal accountability

- Compliance with Uniting’s values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting’s values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.

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- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position.

## 6. Person specification

### Qualifications

- Tertiary qualifications in a related discipline, or equivalent experience

### Experience

- At least 5 years of proven leadership in fundraising and at least one of the following areas: brand, marketing and communications.
- Delivery of significant successful campaigns in the area(s) of expertise
- Strong people and relationship management skills and experience.
- Strong self-management and planning skills, with creative and analytical thinking
- Experience of working with or within an agency/client environment

### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting’s values
- **Leadership:** high level leadership and management skills, ability to align teams with Uniting’s values and goals, providing effective people management and role modelling expected behaviours.
- **Interpersonal skills:** ability to communicate complex information clearly and in an engaging manner across all levels within the organisation.
- **Stakeholder relationship:** Proven strong negotiation and influencing skills and stakeholder management skills.
- **Project management:** proven ability to lead and manage projects
- **Problem solving:** proven strong analysis capability and complex problem solving
- **Communication:** Strong written and verbal communication skills, including the ability to conduct presentations and reporting.

## 7. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and Working With Children Check (in Victoria) and/or Working With Vulnerable People Check (in Tasmania) **prior** to commencement of any paid or unpaid work and/or participation in any service or undertaking.

**This position description is subject to review and may change in accordance with Uniting’s operational, service and consumer requirements.**

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### 8. Acknowledgement

I have read, understood and accepted the above Position Description

	Employee	Manager
Name:		
Signature:		
Date:		