



Position Description

FUNDRAISING MANAGER

LOCATION	Central Office - Nathan
DEPARTMENT	Fundraising
EMPLOYMENT STATUS	Fulltime
PROBATION PERIOD	Three (3) months
PERFORMANCE REVIEW	Annual
AWARD OR SCALE	Contract
REPORTS TO	CEO
DELEGATION OF DUTIES & AUTHORITIES IN YOUR ABSENCE	
	<i>Duties –CEO</i>
	<i>Authorities – CEO</i>

ABOUT US

The AEIOU Foundation is a not-for-profit organisation and provides Queensland's only full time early intervention and learning program for children with Autism Spectrum Disorders between 2½ and 5 years of age.

WHY WORK WITH THE AEIOU FOUNDATION?

- AEIOU is recognised for its work with the broad community in advising and applying best practice to early intervention measures for young children with autism
- We have a can do attitude
- We offer a unique program not offered anywhere else in Australia
- AEIOU is committed to quality; improving the way we operate and work together
- This challenging position will have a significant impact on the future direction of AEIOU's operations

SCOPE OF POSITION

To provide leadership to the fundraising team in the development and implementation of effective fundraising plans and strategies which deliver a financial outcome to the Foundation. These activities are to be carried out in a timely and

professional manner to achieve the expected outcomes for income and brand awareness.

KEY RESPONSIBILITIES

- Development and implementation of fundraising and marketing plans on both a long and short term basis (1year and 3years)
- Ability to build and refresh brand awareness through a series of coordinated events and campaigns, including major gifts, annual and capital campaigns
- Ensure the AEIOU brand and its positioning is in line with the agreed key messages, approach and corporate style guidelines
- Ability to identify and manage key donor and fundraising supplier relationships effectively
- Delivery of effective external events for AEIOU which are within budget and in a timely manner.
- Identify and evaluate new and innovative fundraising opportunities.
- The ability to identify and establish new donor relationships
- The effective management and development of a targeted donor database
- Management the website content and ensure that it is up to date at all times
- Ensure the effective and timely delivery of written speeches, media releases, newsletters, and campaign content
- The ability to manage a large and complex budget
- Provide leadership and coaching to a diverse fundraising team
- To represent AEIOU at appropriate functions and events
- The ability to write reports and submissions
- Experience managing volunteers, including parents
- Ability to use social media for effective market and campaign support
- Experience managing and developing a bequests programs

SKILLS AND ATTRIBUTES

Education

- A tertiary qualification in business, marketing, or another relevant field or;
- A demonstrated practical knowledge of marketing and fundraising principles
- Member of the Fundraising Institute of Australia

Experience

- A minimum of five (5) years experience in a relevant field

- A successful track record in developing national fundraising plans, campaign develop and the delivering of agreed financial outcomes and objectives
- A demonstrated ability to lead a team of fundraising and communication professionals, including planning outcomes, budgets, resource allocation and performance indicators, staff management, performance assessment, financial monitoring and reporting
- A demonstrated ability to manage and develop key relationships at all levels.

Technical

- A demonstrated knowledge of marketing, fundraising and communication principles
- A demonstrated ability in business development
- Excellent communication skills (written and verbal) for professional presentations
- Thorough knowledge of the media and social media and its potential applications for the marketing of AEIOU
- Proactive and innovative in the area of fundraising, marketing, business development and communications.

Personal

- Thrives on working to target
- Dynamic and energetic style
- Ability to relate to people at all levels
- Ability to work autonomously when required but also work within a team environment
- Creative thinker

KEY RELATIONSHIPS

- AEIOU fundraising team & senior managers
- Key donors and sponsors
- Families and staff at AEIOU Centres

SELECTION CRITERIA

- A qualification in business, marketing or another relevant field or a demonstrated knowledge of fundraising and marketing principles

- A minimum of five (5) years experience in a relevant field with a successful track record in developing national fundraising strategies, campaign development, donor and sponsor relationships and delivering positive fundraising outcomes
- Extensive experience managing a diverse and professional fundraising team
- Strong track record in delivering agreed results in a timely manner
- Demonstrated experience in managing all aspects of fundraising for an initiative and agile organisation
- Experience managing and growing a national donor and bequest program
- Demonstrated high level of interpersonal and communication skills, including the ability to write submission, proposal and management reports
- Current Blue Card or eligible to obtain a Blue Card upon commencement of role
- Current C-class driver's license