

POSITION DESCRIPTION

Job Description

JOB TITLE:	State Manager, Fundraising - VIC, SA, TAS
REPORTING TO:	Head of Corporate Partnerships
HOURS: fulltime, part time, based on 38 hour week	Full time
LOCATION:	Melbourne

Purpose of the position

As a member of the Corporate Partnership's team the State Manager, Fundraising is responsible for generating income through corporate organisations through the delivery of the corporate partnership strategy that:

- Drives growth and significantly increases corporate income
- Develops long-term strategic relationships with existing and potential partners
- Identifies and secures new relationships and partnerships for NBCF
- Provides exceptional account management
- Supports the delivery of the organisational strategy

In addition this role will build relationships with major donors and engagement across community fundraising activities.

The State Manager, Fundraising is responsible for managing a portfolio of accounts, working on new business development opportunities across a range of sectors, researching prospective corporate supporters and making appropriate approaches.

To be successful in this role you will have previous experience working in a corporate fundraising or a commercial client facing role. You will have experience in relationship development with people at all levels and be able to demonstrate a proven track record of meeting and exceeding targets. You will have experience in managing a direct report and be able to lead and coach them to develop their sales experience.

Your high level of emotional intelligence and empathy will enable you to naturally align supporter's unique values with the National Breast Cancer Foundation.

Key responsibilities and duties

Business Development

- Identify and research new business opportunities and make robust, proposals maximising opportunities for new companies to deliver and/or exceed new business targets.
- Prepare and present proposals and presentations to potential new business partners.
- Ensure compliance with NBCF's internal procedures for new partners to ensure ethical alignment and risk is managed.
- Work across the fundraising team on cross-team activities, such as Pink Ribbon Breakfast, Real Men Wear pink, identifying and securing corporate sponsorship
- Ensure that appropriate monitoring, evaluation and reporting of new business approaches happen in a timely manner

Account Management

- Build strong, professional relationships with prospect and client organisations, ensuring highest standards of account management at all times, acting as first point of contact and maximising income generation wherever possible.
- Ensure that the appropriate monitoring, evaluation and reporting of corporate partnerships takes place in a timely manner.
- Ensure NBCF meets all its agreements and obligations towards the corporate partner.

Corporate Partnership Event Sponsorship

- Securing sponsorship for key corporate fundraising events through staff engagement budgets.
- Project management of corporate fundraising events.

Managing Internal Relationships

- Develop and support effective team working, maintaining excellent relationships across the organisation and representing the corporate partnership team at internal meetings where required.
- Liaise with the Marketing team to optimise campaign opportunities on behalf of corporate partner.
- Liaise with Operations team to ensure all corporate partnership income is allocated correctly.
- Work closely with the Head of Corporate Partnerships, providing status updates through regular meetings and other communications.

Budget Management

- Generate accurate budget and reforecast figures for account portfolio as required at team and department level.

Strategic Planning

- Contribute to delivering strategic goals against new and existing targets and key performance indicators (KPIs), in order to plan effectively for growth. Monitor, evaluate and report back as necessary.
- Ensure that all stakeholders across NBCF are aware of corporate partnership activities as appropriate.

Monitoring and reporting

- Review and evaluate progress on a regular basis and ensure actions from all parties are completed.
- Ensure the effective management of partner's information and data on the Raisers Edge database.
- Provide updates and reports to the Head of Corporate Partnerships as required.

Qualifications, Work Experience and Skills

- Experience in sales or business development, at least two years in a commercial or non-profit setting.
- Experience in effective account management, at least two years in a commercial or non-profit setting.
- Ability to work autonomously and as part of a team, with a flexible and collaborative approach
- Strong commercial negotiation skills including influencing, persuading and closing.
- Highly developed relationship management skills
- Proficient in Microsoft Office applications
- Ability to manage multiple projects and balance sometimes competing and conflicting priorities
- Tertiary qualification or formal training in sales, marketing or business
- Previous experience in leading people desirable

Please note, Volunteering is one of our values. All NBCF employees are expected to participate in key events. This will take the form of volunteering at TriPink, Mother's Day Classic, City to Surf etc.

Manager Signature _____

Date _____