



POSITION DESCRIPTION

FUNDRAISING MANAGER (Part-time)

POSITION DETAILS

Position Title:	Fundraising Manager
Reports to:	Executive Officer
Location:	Negotiable
Date:	November, 2019

About the Foundation:

The Australian *Cycling Environmental and Health Foundation Limited* (ACEHF) trading as We Ride Australia, is committed to promoting and encouraging cycling and advocating for policies and investments to make cycling accessible, safe and convenient.

Established in 2000 by the Australian bicycle industry, the Cycling Promotion Fund (CPF) was created to enable the industry play a role in building a better future not only for the industry itself, but also for Australian communities by contributing to making the choice to ride a bike easier, more attractive and safer.

Re-launched on 1 July 2017 as an independent, not-for-profit charitable organisation, the CPF became We Ride Australia with the vision to make cycling a positive, healthy and safe reality for children and adults across Australia.

We do this by building the case for investment in infrastructure, sharing evidence to support cycling's role in community and national agendas and presenting the positive, healthy and safe reality of daily cycling by children and adults from all walks of life.

Purpose of position

We Ride Australia seeks an experienced, versatile and positively focussed individual who wishes to work part-time to perform the role of Fundraising Manager, identifying fundraising and partnership opportunities for the organisation to support the delivery of our programs, campaigns and initiatives.

The position would suit someone who wishes to work flexible hours and enjoys working in a small but busy team environment. You will have proven capability in multi-tasking, be highly organised and able to manage your time effectively to complete a range of concurrent tasks. The ability to liaise with internal and external stakeholders and take responsibility for all assigned duties is essential.

Salary, hours and working arrangements will be agreed with the successful candidate.
(part-time expected to be 0.4FTE)

Applications:

Please send your CV to peter@weride.org.au by COB Friday 22nd November.

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convenient form of mobility for everyone*



Key Roles and Responsibilities

- Working across key responsibilities in Strategy, Planning, and Fundraising, your duties will include:
- Generating increased revenue from new and existing sources;
- Contributing to the organisational growth as a key member of a close knit team;
- Lead the development, implementation and review of WRA's fundraising strategies and engage with the support of key stakeholders;
- Set and deliver targets for growth in total fundraising income;
- Research, identify, cultivate and secure new Corporate Partners and individual donors to grow a diverse income stream;
- Ensuring all fundraising activities operate within relevant fundraising regulations and are in harmony with the Principles & Standards of Fundraising Practice of Fundraising Institute Australia.

Skills Context

- Perform effectively, at times, under pressure and tight deadlines;
- Present a positive image and outlook at all times;
- Interpersonal skills to work with multiple personalities and personnel;
- Initiative and dependability are your shining lights;
- Work philosophy is compatible with PQI's mission vision and values.
- Previous work experience in not-for-profit environment/s will be highly regarded as will an interest in road safety/cycling.

Strategy and Planning

- Develop fundraising strategies and financial goals including a Fundraising Operational Plan, budgets and cash-flow projections, to complement the WRA Strategic Plan with a primary aim of raising funds;
- Prepare and monitor a timeline for all fundraising activities;
- Keep current with issues and trends in fundraising in order to make recommendations for implementation when relevant and appropriate
- Responsible for the organisation, execution and delivery of all fundraising activities and events;
- Communicate the vision and achievements of WRA, and the opportunities for support, enthusiastically and articulately as required and which are consistent with brand and philosophies;
- Ensure ongoing cultivation, solicitation and stewardship of new and existing donors and supporters;
- Provide regular communications for new and existing donors, including newsletters, website and social media content, and mailings;
- Prepare written materials to be used in all fundraising activities;
- Work closely and in collaboration with the WRA team.

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Budget and Reporting

- The Fundraising Manager will be responsible for the following reporting:
- Preparation and monitoring of the Fundraising budget;
- On fundraising as required by the CEO and Management Committee;
- Prepare, in conjunction with the CEO, quarterly and annual reports of fundraising activities and progress against goals and objectives for the information of the WRA Management Committee and members of WRA.

What you will need to succeed

This is an ideal opportunity for you to develop WRA's fundraising from a green field position, for which our expectations are high, and grow your personal position as a successful fundraising professional.

- You will have 3+ years of experience within the fundraising, marketing, or similar not for profit sector roles;
- Tertiary qualifications or experience in a related discipline with fundraising, marketing and events management well regarded;
- An ongoing commitment to professional development particularly in respect to achieving the CFRE credential;
- Membership of FIA, AMI, AuSAE or similar association well regarded;
- Proven success delivering revenue growth;
- Ability to work with a range of stakeholders including clients, families, service providers and government agencies.

Knowledge, Skills and Attributes

- Demonstrated record of securing philanthropic gifts and other financial support including sponsorships, partnerships and the like;
- Proven success in influencing stakeholders in a sensitive manner;
- Strong networking skills;
- Proven ability to develop and monitor strategic fundraising plans including budgets and forecasts;
- Proven ability to work independently and as part of a team;
- Ability to multi-task / time manage and to deliver successful outcomes on a variety of projects concurrently;
- High level skills in oral and written communication;
- Demonstrated competence in the use of MS Office suite, Outlook, Social media, computer and internet literacy;
- Strong operational understanding of CRM systems with ThankQ, Raisers' Edge, or iMIS well regarded;
- General office administrative skills and record maintenance;
- Commitment to the aims and objectives of WRA.

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Personal Attributes

- Able to work autonomously within broad guidelines;
- Demonstrate a focus on 'what can' rather than 'what can't';
- Sense of humour, good natured, critical thinker, problem solver;
- Enjoys to work with positive and supportive colleagues;
- Organised and self-motivated;
- Ability to work creatively to produce excellent outcomes;
- Ability to contribute to the team and "get the job done";
- Willingness to grow within our organisation;
- Flexible and responsive to organisation needs

Further details

Peter Bourke
Executive Officer
We Ride Australia
Peter@weride.org.au