

Position Description

TITLE:	Philanthropic Services Manager - Corporate	STATUS:	Full Time (neg.)
LOCATION:	FRRR Head Office 66 Garsed Street, Bendigo	REPORTS TO:	General Manager, Partnerships & Services

ABOUT FRRR

FRRR is a charitable foundation, built on partnerships between philanthropy, community, government and business. We create innovative funding mechanisms to help communities to respond positively to change and build social and economic wealth in rural and regional Australia.

Our mission is: To champion the economic and social strength of Australia's regional, rural and remote communities through partnerships with the private sector, philanthropy and governments.

We achieve this by:

1. Grant-making: Providing grants to not-for-profit community organisations
2. Enabling: Building capacity by supporting the development of regional community foundations, and sharing expertise in grant-making and grant-seeking through training programs. We also help non-DGR NFPs to fundraise, by receiving funds on their behalf for an agreed purpose; and
3. Influencing: Sharing our insights into rural, regional and remote communities and advocating for them as appropriate.

Our core values centre around collaboration and constant improvement. We aim to support community groups and empower them by sharing our expertise, and the experience of others.

FRRR is an Equal Opportunity employer and is committed to protecting the health, safety and well being of all employees. To achieve this FRRR strives to ensure that employees are not required or permitted to undertake work for which they are not suited and to take appropriate measures to allow work to be done in a manner which will not put any person at risk to their health and safety. As such, new incumbents to this role will be required to complete a Pre-existing Injury Declaration relating to the job requirements.

PURPOSE AND RESPONSIBILITIES

Reporting to the General Manager, Partnerships & Services, the Philanthropic Services Manager - Corporate is responsible for developing, growing and stewarding FRRR's Giving Sub Fund portfolio. This includes partner relationship management, overseeing the delivery of agreed programming and grants administration, evaluation and reporting, marketing and communications, financial management, and business development, to support the execution of our mission to champion the economic and social strength of Australia's regional, rural and remote communities.

This is a hands-on and dynamic role and the key tasks and responsibilities include:

- Building relationships with and inducting businesses and government partners interested in partnering with FRRR to utilise a Giving Sub Fund structure to further their interests and goals for the benefit of rural, regional and remote communities;
- Formalising FRRR's corporate Giving Sub Fund structure, building a flexible but systematised process and scaling FRRR's support to enable positive social change in rural, regional and remote Australia;
- Stewarding the partner relationship management, seeking to maximise social impact and client satisfaction;
- Overseeing and accountable for the delivery of the grants made through each Corporate Giving Sub Fund;
- Oversight of the financial management pertaining to the grants and fees associated with the Giving Sub Funds;
- Communicating and marketing the service through engaging and precise storytelling with the support of FRRR's communications consultant; and
- Contributing to strategic reviews, ongoing continual improvement initiatives, and measurement of the impact of the corporate Giving Sub Funds.

WORKING RELATIONSHIPS

This role reports to the General Manager, Partnerships & Services. The role is situated in the Partnerships & Services team and will work closely with the Philanthropic Services Manager - Not-for-Profit and with all FRRR staff, providing operational input, advice and support as required. The role will also be actively involved in implementing FRRR's new strategic plan with a specific remit to support the development of Western Australian development initiatives. The Philanthropic Services Manager - Corporate will interact with the Board as required.

The position has one shared direct report: Philanthropic Services Officer

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KEY RESULT AREAS

The performance of the Philanthropic Services Manager - Corporate will be assessed around the key result areas.

1. Program delivery – partnership programs delivered on time, to agreed deliverables, on budget, and to an exceptional standard that is highly ethical, relevant, and scale-appropriate
2. Partner engagement and satisfaction – high level of satisfaction and continued Giving Sub Fund partnerships for the benefit of rural, regional and remote communities
3. Marketing and communications – ensuring FRRR reputation and profile is managed, supporting partners in their stakeholder communications
4. Insights and Learning – ensuring Giving Sub Funds are developed and designed to best meet the needs of rural, regional and remote communities, drawing on evidence, and distilling insights to inform sector practice.

Key activities, targets and performance measures will be set annually and reviewed half-yearly.

QUALIFICATIONS AND SKILLS REQUIRED

This role is well-suited to a person with a strong organisational ability who has outstanding communication, relationship management, business development, and project management skills.

Essential:

- Qualifications including bachelor or post graduate level
- Extensive experience in a client relationship management and service delivery setting with an ability and willingness to be hands-on in development and delivery.
- Demonstrated experience and track record in relationship-based business development and client retention.
- Experience in fundraising or non-profit development settings or roles.
- Exceptional report writing and presentation skills. Demonstrated experience presenting and reporting to clients and a Board of Directors is essential.
- Evidence of highly developed interpersonal, communication, negotiation and consultative skills.
- A current driver's licence and ability travel.

Desirable:

- Up-to-date understanding of the charitable and philanthropic sector and the giving landscape both in Australia and overseas.