

Position Title	Development and Donor Relations Lead
Location	Remote working, Australia
Reports to	General Manager
Directly Supervising	NA
Commitment	Part time 0.6FTE (hours negotiable). Fixed term contract or permanent position

Position Purpose and Context	
Organisational Overview	<p>Founded in 2018, Doctors For Nutrition (DFN) is a small independent health-promotion charity with big plans to equip healthcare practitioners, institutions and the general public with evidence-based information and education on optimum human nutrition.</p> <p>With medical and dietetic practitioner ambassadors across Australia, New Zealand and globally, our mission is to inspire the healthcare sector, policymakers and society at large to adopt whole food plant-based nutrition as a powerful tool in disease prevention and care.</p> <p>Our ultimate vision is a society and healthcare system that embraces evidence-based nutrition solutions to help people optimise their health and quality of life.</p>
Position Purpose	<p>The Development and Donor Relations Lead is responsible for driving DFN's fundraising strategy and identifying and executing all fundraising, donor and membership management activities to successfully support the delivery of DFN's strategy.</p> <p>As a dynamic and evolving charity, sometimes stepping outside of the scope of what is covered in this Position Description may be required.</p>
Primary Responsibilities	<ul style="list-style-type: none"> • Implement the 20-23 fundraising strategy, including developing an action plan with clear objectives and KPIs, ensuring alignment with the DFN strategy, and review as required. • Identify, acquire, manage and nurture relationships with donors; including monthly donors, major donors, and grants managers. • Identify, prepare and submit funding applications and proposals, including grants and sponsorship applications. • Manage and acquit grants received according to contractual obligations. • Develop and manage DFN membership program. • Develop and manage DFN bequest program.

	<ul style="list-style-type: none"> • Develop and implement compelling proposals, and marketing and communication activities to support and publicise fundraising activities, working with the Communication, Media and Project Leads as required. • Review and develop all fundraising systems, processes and policies. • Report on fundraising activities and impacts on a quarterly basis, or as required. • Build and maintain a database of major donors, grants and other potential income and funding sources. • Develop and maintain standard grant and donor pitches and project proposals to use in fundraising activities. • Support events, projects and other activities by devising accompanying fundraising plans as required.
Skills & Experience	<p>Essential</p> <ul style="list-style-type: none"> • An understanding of whole food plant-based nutrition and dedication to the vision, mission and values of Doctors For Nutrition. • Proven experience in managing development, donor relations and fundraising activities, including grant writing and other revenue raising avenues. • Ability to think strategically as well as execute and embed initiatives operationally. • Demonstrated ability to establish and maintain strong relationships with a variety of stakeholders. • Sound analytical and problem solving skills and the ability to make appropriate recommendations. • Excellent interpersonal and verbal and written communication skills, including the ability to speak with presence, influence and empathy as required. • Excellent organisational and time-management skills with the ability to manage multiple projects and produce high quality work to a tight deadline. • Ability to work both autonomously and collaboratively with other team members. • Ability to be flexible and dynamic in a changing and fast-paced environment. <p>Desirable</p> <ul style="list-style-type: none"> • Experience in fundraising, development and donor relations within a healthcare or similar charity. • Experience in fundraising, development and donor relations within a new or young organisation. • Qualifications in philanthropy, marketing, communications, or a related field.

<p>Organisational Values</p>	<p>Impact through evidence We are goal-oriented, strategic and evidence-based in our efforts to elevate the application of nutrition in healthcare.</p> <p>Tenacity We are tenacious and bold as we seek opportunities to equip individuals, practitioners and policy-makers with transformative nutritional knowledge.</p> <p>Compassion Kindness and respect are at the core of what we do: we seek to reduce suffering, care for those who are the least privileged, and empower people without judgement.</p> <p>Accountability We are committed to integrity, professionalism and openness, to continually grow our reputation as a trusted authority on nutrition in healthcare.</p> <p>Collaboration We create connections and build networks across a wide range of stakeholders to advance our mission.</p>
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