

# **Trust for Nature**

## **Position Description**



**Position:** Partnerships and Fundraising Manager

**Program:** Fundraising and Marketing

**Location:** Melbourne

**Employment status:** Fixed Term, Full time with possibility to negotiate part time

**Remuneration:** TFN Grade 5.1 (\$100,161-\$110,675) plus 9.5 % superannuation.

**Reports to:** Chief Operations Officer

### **Introduction**

Trust for Nature is a not-for-profit organisation that works to protect native plants and wildlife in cooperation with private landowners. The Trust was established in 1972 to provide a way for people to donate money or land to protect native vegetation on private properties across the State. We have since evolved into one of Victoria's primary private land conservation organisations, with several tools to help people protect biodiversity on their land.

### **Our Mission**

We work collaboratively to protect nature on private land forever

### **Overall Position Purpose and Context**

The Partnerships and Fundraising Manager is a key leadership position responsible for the development and implementation of the fundraising program, including major donor and bequest programs so as to deliver investment in nature conservation in Victoria.

This is an exciting and key role within Trust for Nature which has the opportunity to help prevent species extinction and work with people and organisations who want to make a difference.

Working closely with the Chief Executive Officer, the Board and senior management team, the Partnerships and Fundraising Manager will assist with the integration of Trust for Nature's conservation goals into partnership, communication and fundraising projects. The Partnerships and Fundraising Manager is responsible for contributing to the identification, cultivation and stewardship of major donors, bequestors, trusts and foundations and corporate.

There are many investors in private nature conservation including covenants, philanthropists, donors, supporters, volunteers and governments are all important investors in biodiversity protection. Trust for Nature will be responsive to, and supportive of investors. Trust for Nature will strive to inform and engage current and prospective investors through demonstrating Trust for Nature's conservation impact and promoting private nature conservation.

Most of Trust for Nature's revenue comes from government and philanthropic grants and donations.

### **Key Relationships**

- CEO
- Senior Management Staff
- The Fundraising and Communications Team
- Trust for Nature regional and conservation staff
- Donors and supporters (existing and potential)
- Consultants, advisers and suppliers
- Philanthropic and corporate contacts
- Partner organisations

## Key Responsibilities

The primary responsibilities of the role include:

- Manage the bequest program
- Ensure fundraising communications are accurate and legal
- Promote, raise and deliver philanthropic programs to existing and potential supporters, including major givers
- Identify, cultivate and steward potential philanthropic supporters in line with the strategic goals of philanthropic programs to increase confirmed bequests, inquiries and movement of donor journeys.
- Undertake regular travel across Victoria to meet with supporters and colleagues
- Prepare and manage TFN's fundraising appeals
- Evaluate and report on program progress and outcomes
- Plan donor and community engagement activities & events in line with fundraising program
- Represent the organisation internally and externally, ensuring the interests of Trust for Nature are promoted and protected.
- Achieve agreed financial target– via high-value major donors, bequests, trusts & foundations, and high net worth individuals
- Act as TFN's senior representative for high-value major donors, philanthropic, bequests, trusts, foundations, and high net worth individuals by skilfully profiling the impact of TFN's work
- Develop a narrative that compellingly articulates the Trust's value proposition to new and existing major donors, philanthropic, bequests, trusts, foundations, and high net worth individuals
- Prioritise and deepen new and existing strategic partnerships across TFN's philanthropic and major donor networks that a) build our social and financial capital; b) work to our strengths; and c) advance TFN's interests in creating shared value to achieve our collective objectives
- Integrate the Trust's corporate, major donor and philanthropic priorities into program plans
- Use the Trust's database (Salesforce) to record and report data on the growth and development of our major donor, philanthropic organisational relationships

## Knowledge and Experience (qualifications required, skills, knowledge, experience)

- Significant experience in a similar role managing philanthropic partnerships
- Proven results in securing high-value donations with sustainable giving models
- Experience in coordinating multiple projects simultaneously and working well under pressure
- Proficient in Microsoft Office applications and Salesforce or similar CRM/fundraising software
- Tertiary qualifications in business administration, marketing or business development would be highly regarded

## Key Selection Criteria

- Demonstrated ability to develop and oversee a partnership program
- Exceptional relationship management experience
- Demonstrated negotiation and influencing skills
- Highly developed level of initiative and ability to think laterally and creatively
- Outstanding written and oral communication skills
- Demonstrated ability to manage multiple projects and balance sometimes competing and conflicting priorities
- Ability to work autonomously and part of a team with a flexible and collaborative approach
- Desirable is a knowledge of, and interest in conservation

## Specific requirements for all positions at Trust for Nature

- A National Police Check is required to be conducted as part of the selection process (for all non-Trust for Nature employees);
- A current Victorian Driver's License is desirable.
- A Working with Children check may be required.

## Trust for Nature Values

Our values underpin everything we do. How we deliver our work is as important as the outcomes we achieve for the Victorian Community. Our values are the foundation of our culture and guide how we work together, with our stakeholders, partners and the community.

The Trust's values form the acronym **CREST – Collaboration, Respect, Efficiency, Support and Trust**.

### **Health and Safety requirements**

TfN is committed to protecting the safety and wellbeing of its people and ensuring safety is integral to how we do our work. In realising this commitment Trust for Nature complies with all relevant health and safety laws including the Occupational Health and Safety (OH&S) Act 2004 (with its associated regulations and codes).

### **Join a Workplace Based on Fair Employment**

The Trust offers fair employment and career opportunities where possible. We aim to attract a diverse pool of applicants and focus on the genuine and essential requirements of the job and being consistent and fair in our treatment of applicants.

### **Balancing your Life**

We understand that life balance is an important part of our employees' lives. Wherever possible the Trust offers a range of flexible arrangements to enable you to balance your work with other commitments and activities including family, health, study, carer responsibilities, hobbies and life/career aspirations. We provide various options such as flexible start and finish times, working part time, job sharing, working from home, and paid leave provisions that can be negotiated with your manager to help balance your personal commitments with the demands of the role.

### **Equal Opportunity Employer**

The Trust is an equal opportunity employer and welcomes applicants from a diverse range of backgrounds. It is a policy of the Trust to provide reasonable adjustments for persons with a disability. If you need assistance or adjustments to fully participate in the application or interview process, please use the contact listed in the role advertisement.

### **Privacy Notification**

The Trust for Nature affirms that the collection and handling of applications and personal information will be consistent with the requirements of the Privacy and Data Protection Act 2014.

### **Other relevant information**

- The terms and conditions of employment are similar to those applying in the Victorian Public Service and will be governed by the enterprise agreement applying to Trust staff;
- The incumbent will be required to undertake occasional travel throughout Victoria;
- The position is located at Level 5/379 Collins Street, Melbourne; Region address
- The Trust promotes a positive work environment, is an equal opportunity employer, values diversity in its staff and encourages learning and development;

The position description may need to be amended occasionally due to variations in responsibilities and organisational requirements. Changes to the Position Description will be consistent with the purpose for which the position was established.