



OzHarvest | Job Description

Your Position Title:	Individual Giving Lead
Your Department:	Impact
You'll Report to:	Head of Impact
Classification :	Full-time
Headcount or Hrs/wk :	38 hours per week
Date :	December 2020

Your Key Relationships

You'll be part of the collaborative OzHarvest team, which includes CEO, Head of Impact, Fundraising Team, OzHarvest Board Members, OzHarvest M-Team (including, Head of Marketing & Communications, Chief Financial Officer, Head of Operations, Head of Business Services and Head of People & Culture) OzHarvest State Managers, OzHarvest Staff & Volunteers

You'll also work with external stake holders including Donors, Major Donors, Bequestors, Strategic Partners

What we're about

Our purpose is to Nourish our Country. Through food rescue, education, community engagement and innovation. As an organisation we are connected by four key values:

Connected by a cause: We are a magnet for magnificent people, connected by a common purpose. This mission of ours is contagious. It will take all of us, every day, every way. Our cause comes to life with every single one of us.

Nourish & Grow: We're creating a culture of giving. When we grow ourselves, we grow each other and nourish others. When we nourish others, we ourselves grow. Not just in times of vulnerability, but as we thrive.

Boldly Courageous: We speak and act boldly for the change that needs to happen. We embrace every challenge with optimism, dignity and respect.

With Gratitude: We are grateful. Always. To each other. To the people we serve. To the people who give so generously. For the work we do, and the work to be done.

About the role

- To provide strategic and operational leadership of the Individual Giving team.
- To develop and implement strategy for raising funds from individuals and achieve revenue growth across our priority donor segments.
- To grow and manage the portfolio of major donors and secure financial support for priority fundraising projects.
- Lead the Individual Giving Team to become a high performing, engaged and revenue-focused team.



Key Duties & Responsibilities

Strategy development & implementation (50%)

- Develop, implement and evaluate strategies for securing private support from individual donors and foundations and trusts to support priority needs.
- Lead and manage the major giving program, working with colleagues to develop new initiatives for major donor funding.
- Establish a network of individuals who are aligned with OzHarvest objectives with a propensity to give.
- Develop and maintain new initiatives including Future Impact Circle of high level donors
- Manage the involvement of Board members and other senior volunteers in targeting and cultivating prospects.

Stewardship (30%)

- Act as primary relationship manager for major donors
- Identify and execute opportunities for individual donors to engage with OzHarvest programs and staff
- Oversee the development and implementation of the donor recognition and stewardship program.

Team and program management (20%)

- Introduce management systems for monitoring and evaluating program and team performance.
- Provide leadership and supervision for reporting staff members.

Personal Specifications

Qualifications

- Bachelor level degree in a related field or commensurate work experience in Business, Communication and/or Marketing
- Minimum five years' experience in a fundraising role and proven history of meeting fundraising targets
- Experience of building and managing teams with a style that supports and empowers.
- Experience in establishing a network of individuals with a propensity to give

Skills, Knowledge & Experience

- Excellent communication skills including great proposal and stewardship report writing, proofing and presenting skills
- Strong planning, organising and project management skills to meet goals and objectives – holding others to account as necessary
- A proven ability to convey information simply and accurately to funders and key influential people: high net worth individuals, trustees etc
- Excellent motivational and interpersonal skills



- Skilled at developing and maintaining internal and external working relationships at senior level and diverse cross section of society
- Ability to work independently under own initiative and as part of a team
- Thorough knowledge of charity law and tax effective giving thorough understanding of the Australian philanthropy market

Working knowledge of Microsoft Office, particularly Word, Excel, PowerPoint and also recognised database software

Personal Abilities and Aptitudes

- A strong commitment and enthusiasm towards the purpose of OzHarvest
- Energetic, positive and proactive
- Strong communications skills and the ability to build relationships with both internal and external stakeholders
- Self-motivated and good at developing relationships
- Meticulous attention to detail and thorough approach
- Ability to influence and engage individuals from a diverse cross section of society
- Ability to develop ideas and be creative
- Strong analytical skills, database proficiency and budgetary and financial tracking skills
- A strategic thinker who thrives in an environment that is fast paced

Employee Acknowledgement

I acknowledge that I have read and understand the above Job Description and agree to carry out all duties as described to the performance standards required, adhering to the policies listed below.

Employee Name: _____

Signature: _____ **Date:** _____

OzHarvest Policies that apply to this role:

- COVID-19 Policy
- Code of Conduct Policy
- Employment policy
- WHS Policy
- Leave Policy
- Flexible Work Arrangements Policy
- Communications Policy