

Position Title: NT Fundraising & Community Engagement Manager	Section: Fundraising - NT
Employment Status: Full-time	Base: Darwin
DAMP Status: Non-SSAA	Vaccination Status: Category B

Reporting and Organisational Context:

This position reports to	General Manager Fundraising & Community Engagement (Additionally, reports indirectly to the General Manager Northern Territory)
This position has the following direct reports	Fundraising & Community Engagement Officer Events & Community Engagement Officer
Key objectives for this position are:	
1. Lead and manage the NT Fundraising and Community Engagement team to meet agreed fundraising budgets and KPI's across the full range of NT Fundraising channels, including corporate, philanthropic, direct marketing and events.	
2. Promote CareFlight through the NT via external community engagement and event initiatives to generate fundraising revenue and increase positive brand recognition of CareFlight and its services.	
3. Work with broader national Fundraising team / General Manager Fundraising & Community Engagement / General Manager Northern Territory to acquire new major NT philanthropic, corporate and grant funding relationships and assist in management of these relationships.	

Individual Essential and Desirable Criteria for this Position:

Essential

1. Strong fundraising, sales, business development or community engagement and events experience.
2. Ability to acquire and manage funders across corporate, philanthropic and grants sectors.
3. Proven networking and negotiation skills in a corporate or business to business environment.
4. Ability to engage with senior leadership across the organisation to work with and gain support for fundraising and community engagement initiatives.
5. Strong communication skills, both verbal and written.
6. Excellent time management, organisational and planning skills.
7. Competent and confident with Microsoft programs including Word, Excel, PowerPoint and Outlook.
8. Ability to learn new software as required.
9. Ability to work with a wide range of internal stakeholders to research fundraising products.
10. Ability to work weekends at community-based events as required.
11. Strong leadership skills and experience leading a small team to deliver outcomes.
12. Current Driver's Licence.

Desirable

1. Tertiary qualifications or equivalent professional experience in business or a related field.
2. Previous event organising experience.
3. Experience in public speaking and presentation.

4. Past record demonstrating support of not-for-profit causes.

Role Responsibilities

Relationship-Based Fundraising

1. Meet or exceed required budget and agreed KPI's.
2. Personally follow up major donations with thank you calls and visitations to further grow these relationships.
3. Assist conversion of existing individual donors to confirmed bequest intenders.
4. Proactively manage a portfolio of major existing supporters, retaining and growing corporate, and philanthropic support.
5. Grow the number of donors in the NT portfolio, establishing new relationships through meetings, phone calls, base tours, community talks, community shows, research and networking.
6. Identify opportunities for CareFlight to capture larger audiences and donors through these relationships and implement activities in line with business objectives.
7. Develop and enhance the relationship with donors through reinforcing the CareFlight vision, mission and values.
8. Build on own fundraising expertise outside of core role.
9. Participate in fundraising meetings and planning sessions as requested.
10. Oversee and assist the community engagement team at events as required.
11. Represent CareFlight at functions and make speeches and presentations as required.
12. Oversee the annual NT Gala Ball to ensure financial success and increased positive brand recognition.
13. Assist the General Manager Fundraising & Community Engagement and General Manager Northern Territory as required.

Department Management

1. Manage and oversee all required activities of the NT Fundraising and Community Engagement department including staff management, budgets and reporting.

Research and Reporting

1. Prepare NT fundraising 'products' by way of internal research with Medical, Aviation Engineering, Education and other divisions of CareFlight.
2. Provide receipts, reports etc. within agreed time frames.
3. Conduct monthly check in reporting of NT Fundraising team and supply monthly report of all community engagement activities demonstrating outcomes.
4. Maintain CRM Raisers Edge customer relation database in a timely manner.

This role reports indirectly to the General Manager Northern Territory for local administration and coordination of activities that are dependent upon operations (hangar visits, aircraft displays and flights etc.). This role is required to work closely with Community Relations, Media, Communications and Marketing in the delivery of objectives.

In addition to the essential and desirable requirements for this position, you are expected to comply with the following:

- CareFlight's code of Conduct and Ethics (ref: HR-009)
- CareFlight's Behaviours and Competencies (ref: HR-046)
- CareFlight's Drug & Alcohol Management Plan (ref: QS-016)
- Your section's quality initiatives
- CareFlight's policies and procedures

Guiding Principles – Our Guiding Principles are based around our service to the community, excellence, unit and integrity, and they apply to all of our activities and people. You can find out more about our Guiding Principles in our Code of Conduct (ref: HR-009).

Performance Development

Your performance and development will be managed, with you, by your Responsible Manager on a continual basis. In addition to regular and ongoing support, coaching, guidance and feedback, you will participate in at least one Development Discussion each year. The first will follow after your probationary period. For further information on the Development Discussion process, speak to your manager or a member of the HR team.

As the incumbent of this position, I have read this Position Description and understand and agree to its contents.

I understand and accept that I must comply with the policies and procedures of CareFlight as well as uphold CareFlight's Guiding Principles. I also understand I am required to undertake work as determined by my manager.

Employee's name:	[candidate_name]	
Employee's signature:	[acceptance_status]	[acceptance_date]