

## Individual Giving Manager (Full Time)

<b>Position Title</b>	Individual Giving Manager
<b>Location</b>	Crows Nest, NSW / Hybrid working environment.
<b>Reports to</b>	Head of Fundraising and Impact
<b>Direct Reports</b>	1 (Fundraising Coordinator)
<b>Work type</b>	Permanent (5 days a week)

We are looking for a passionate all-round fundraiser who would like to use their skills to develop and grow School for Life's Individual Giving program.

This is an exciting opportunity to make your mark by leading and coordinating multiple fundraising programs. You will have overall responsibility for growing and diversifying School for Life's Individual Giving revenue through acquisition, upgrade, and retention programs to drive long term net revenue.

School for Life's vision is to educate poverty out of existence. Established in 2008, School for Life is now educating over 1,100 students enrolled across 3 schools and employs over 110 locals across all its educational and related operations in Uganda. We believe in the transformative power of education to break the cycle of poverty.

This role will suit someone with a strategic outlook and vision, good project management abilities and that excels in and enjoys donor development and management. You will be able to work independently with little or no supervision, will be well organised with a strong attention to detail, and enjoy working in a fast-paced environment.

### Key Responsibilities

- Working with the Head of Fundraising and Impact, you are responsible for coordinating the development and execution of our Tax and Christmas Appeals, Child Sponsorship and Regular Giving programs.
- Implementing and administering donor acquisition, upgrade and retention activities to grow School for Life's Individual Giving revenue.
- Prepare and manage Individual Giving budgets to meet agreed income targets and report on performance monthly, quarterly, and annually.
- Manage internal and external suppliers and agencies to ensure effective and timely delivery of all campaigns and appeals, donor stewardship and communication.
- Coordinate the development, execution and analysis of our Supporter Survey.
- Working with the Communications and Events Manager, you are responsible for coordinating and leading the Donor Experience, including developing responsive and prompt donor centric-content and tailored supporter journeys for different audience segments.
- Conduct regular evaluation and analysis of Individual Giving activities, report on learnings and make recommendations to inform future activity.

- Work closely with the Finance team to ensure a timely and accurate gift entry and acknowledgment process, including documentation and follow up of verbal and written pledges.
- Effectively manage all data within the Salesforce CRM, ensuring all data is clean, imported and coded correctly, whilst maintaining business rules.
- Act as a representative for School for Life at networking events to prospect more support.
- Where required, speak, and make presentations as a representative for School for Life at events.

#### **Selection Criteria:**

- A minimum of 3 years' experience in fundraising, marketing, or donor relationship management in a similar role at a not-for-profit or for-purpose organisation.
- Demonstrated experience in developing direct marketing strategies and plans to acquire new donors.
- Customer service or donor-centric supporter care and experience developing the donor experience.
- Effective and positive relationship building and stakeholder engagement skills.
- Demonstrated experiencing managing campaigns and projects from development to execution.
- Demonstrated experience leading a team and mentoring people to meet goals.
- Demonstrated experience using MS Office, Google Suite and familiarity with databases like Salesforce.
- Strong interpersonal skills and the ability to influence others. (Written, face to face and telephone)
- High attention to detail with excellent time management and prioritisation skills.
- Strong ability to multi-task and problem-solve.

#### **Desirable Selection Criteria**

- Demonstrated experience utilising digital and/or telemarketing channels.
- Experience with multiple fundraising programs (including appeals, acquisition, and regular giving)
- Experience with utilizing various fundraising software (including Raisely, Squarespace, Canva, Stripe and Zapier).

#### **About you:**

- You enjoy working across multiple fundraising programs (including appeals, regular giving, and acquisition)
- You're confident articulating ideas and communicating impact with donors.
- You're a creative thinker who is always looking out for the next opportunity to diversify revenue.
- You're capable managing competing priorities and a high volume of work.
- You're results focused, self-motivated and a self-starter who goes above and beyond.
- And finally, you're excited about our vision of educating poverty out of existence and would love to play a critical role in a fast-growing not-for-profit.

**What we offer:**

- Professional, flexible and harmonious working environment.
- Ongoing individual and peer support
- Generous remuneration commensurate with experience
- Ongoing staff development
- Values-based, supportive, caring team environment

**Application details:**

Applications for this position close 9am (AEST) on Monday 22nd November 2021. Applicants are encouraged to apply as soon as possible.

To apply please forward your current CV and a cover letter briefly addressing the selection criteria (maximum two pages) to [jobs@schoolforlife.org.au](mailto:jobs@schoolforlife.org.au). Please include 'Individual Giving Manager' in the subject line of your email when submitting your application.

Please Note: Applicants must have the right to work in Australia. That is, you must be an Australian citizen or permanent resident or a New Zealand citizen or hold a valid visa with permission to work on an ongoing basis.

For all enquiries about this position please contact us via email [jobs@schoolforlife.org.au](mailto:jobs@schoolforlife.org.au) or (02) 8377 8417.