

Executive Manager – Professional Education and Partnerships

This Success Profile outlines the role purpose, key responsibilities, and measures of success, values and skills required for success in your role.

It defines what “great” looks like and provides focus for recruitment, development, career planning, and performance management and remuneration initiatives.

Incumbent:		Status:	Full Time
Reports To:	Chief Executive Officer	Direct Reports:	Education Program Manager Learning Designer
Key Relationships:	All internal FIA employees Partners Suppliers SMEs Funders	Location:	FIA Office in St. Leonards on Tue, Wed, Thu. WFH Mon and Fri

Purpose of the role:

The Executive Manager Professional Education and Partnerships is responsible for developing new training and education products, pathways and services to support the advancement of fundraising as a career including a new CPD program for FIA/the fundraising sector including seeking and establishing partnerships that help FIA achieve its goals in advancing professional fundraising in Australia and New Zealand.

Essential:

- Demonstrated experience developing and managing sector-wide competency-based training programs as part of professional career journeys
- Demonstrated leadership skills and experience including in representing industry bodies or members
- About 5-7 years education management experience including budget management and education resourcing experience
- Well-developed business development and relationship management skills in an association or industry education context
- Proven project management experience to manage multiple deliverables and timeframes on a range of projects and with minimal supervision
- Knowledge of Learning Management Systems (LMS) and course authoring tools
- High-level communications and stakeholder relations skills
- Professional fundraising skills and experience or skills to quickly learn and understand fundraising in the context of professional qualifications

Desirable:

- Qualifications in relevant fields such as professional fundraising, marketing, project management or education.
- Experience in a membership-based organisation.
- Understanding of fundraising sector/practices

- TAE 40110 or TAE 40116, Certificate IV Training and Assessment.

Determining what success looks like for this role to deliver designated outcomes.

KEY AREA OF RESPONSIBILITY

Professional Education

1. Provide financial and operational oversight for FIA's professional education program via the Education Program Manager to achieve annual revenue and profit targets and to ensure alignment with FIA's strategic plan, objectives and budgets.
2. Develop new programs and services including a new continuing professional development program and other programs for fundraisers at all stages of their career; identify gaps and journeys where FIA can develop and deliver relevant products and services.
3. Manage flagship programs for FIA including mentoring program and leadership programs.
4. Develop relationships with key stakeholders and others in the sector to identify and deliver new opportunities that enhance FIA's program delivery and reputation in professional fundraising education.
5. Provide leadership and be the face of professional fundraising career expertise in Australia and New Zealand including close liaison with members, stakeholders, community and government; provide advice and guidance to members in their career journeys as professional fundraisers.
6. Develop a three-year strategy and operational plan aligned to the FIA Strategic Plan which outlines FIA's professional education intentions and deliverables.

Team Management:

1. Manage the Education Program Manager including KPIs and career development
2. Manage the Fundraising for Australia Program Manager including liaison with funding bodies and the Advisory Committee
3. Manage the Learning Designer to achieve program outcomes (with the Education Program Manager)

Leadership and Communications:

1. Lead the professional education function for FIA and the fundraising sector with proactivity and positivity.
2. Be an expert guide and advisor in fundraising career journeys for FIA members and the sector, including thought leadership through FIA communications and the media.
3. Provide leadership as a member of the FIA Management Team to ensure FIA meets its strategic objectives across all areas of the business
4. Support the FIA CEO as needed

Expectations for every FIA employee:

- Is expected to uphold the FIA Values and Culture through conduct according to the FIA Values
- Takes reasonable care for the health and safety of themselves and others
- Understands and complies with the FIA Safety Culture & Safety Management Systems
- Reports hazards and incidents and participates in risk management as required

Additional Requirements for this role:

- Some out of hours work may be required as part of this role
- Some interstate travel may be required
- Other duties as required from time-to-time

Skills Required for Success

Skill Groups	Application to Role	Supported Learning
Communication	The ability to effectively communicate to meet the needs of the role and objectives of the organisation.	<ul style="list-style-type: none"> • Effective Communication • Effective Business Writing • Professional Presentations
Leadership	Leadership involves defining the direction of a team, communicating it to your employees, motivating, inspiring and empowering them to contribute to achieving organisational success.	<ul style="list-style-type: none"> • Leading with Emotional Intelligence • Leadership Essentials • Coaching in the Workplace • Performance Management • Resolving Conflict
Collaboration	The ability to develop, maintain, and strengthen partnerships with others inside or outside the organisation who can provide information, assistance, and support.	<ul style="list-style-type: none"> • Building Business Relationships • Negotiation Skills • Time Management
Project Management	The discipline of planning, organising, and managing resources to bring about the successful completion of a specific project.	<ul style="list-style-type: none"> • Introduction to Projects

.....
INSERT NAME

Date: ____/____/____