



Position Description - Giving and Engagement Manager

Date Prepared	October 2025
Title	Giving and Engagement Manager
Location	Remote / Flexible
Job type	Part-time - Up to 0.6FTE negotiable depending on preference, flexible hours, 1 year contract with a 3 month probationary period. Possibility of extension.
Reports to	Head of Operations/CORENA Board
Direct reports	Nil
Budget authority	Nil
Primary objective	To increase CORENA's donor and volunteer base by growing and retaining our broad community of partners, supporters, donors and volunteers.

Responsibilities and duties	<ul style="list-style-type: none"> ● Lead our management committee to review and update our fundraising strategy including setting goals and KPIs that allow CORENA to achieve its vision set out in our strategic plan. ● Communicate our impact to our community via new individualised and existing communications. ● Seek new corporate and philanthropic partners in line with CORENA’s donor policies. ● Draft our donor comms and website content to engage and inform our community of supporters as well as maximise leads and conversions. ● Support our social media content creator to deliver strategic digital communications. ● Implement and manage business systems to expand, retain and uplift existing donors within our community of supporters. ● Seek out and apply for relevant grant opportunities as they arise. ● Participate in reviewing our branding and graphic design. ● Track and analyse donor trends, using the insights to further refine our fundraising approach. ● Undertake other duties as required to support the effective operation of CORENA.
Key relationships	<p>Internal</p> <ul style="list-style-type: none"> ● Head of Operations ● Content Creator ● CORENA Chair and Management Committee <p>External</p> <ul style="list-style-type: none"> ● Donors (Individual, Major, Corporate, Philanthropic) ● Corporate Partners / Sponsors ● Trusts and Foundations ● Other Community Groups / Organisations
Knowledge, skills and experience	<ul style="list-style-type: none"> ● 5+ years previous experience in marketing, communications, philanthropy, fundraising, or similar roles. ● Experience in preparing and implementing strategic plans to meet fundraising goals. ● Strong written and verbal communication skills with the ability to identify key donor messages for communications. ● Ability to establish and maintain relationships with stakeholders. ● Ability to work remotely with a high degree of autonomy. ● A passion for CORENA's purpose and addressing

	<p>climate change.</p> <ul style="list-style-type: none">● Experience in climate philanthropy (desirable)
Desired qualifications	<ul style="list-style-type: none">● Relevant fundraising qualifications● Relevant marketing and communications qualifications