

## POSITION DESCRIPTION – FUNDRAISING AND PARTNERSHIPS MANAGER

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### 1.1 OVERVIEW OF ROLE

**POSITION TITLE:** Fundraising and Partnerships Manager

**REPORTS TO:** General Manager

**POSITION SUMMARY:**

The Fundraising and Partnerships Manager is responsible for increasing the organisation’s financial sustainability through strategic partnerships, donations, sponsorships, and major fundraising initiatives. The role focuses on building and maintaining strong relationships with corporate partners, sponsors, and not-for-profit organisations to support the mission of Dandelion Support Network (DSN).

This is a full-time position.

### 1.2 KEY RESPONSIBILITIES

KEY RESPONSIBILITIES	TASKS
Donation & Sponsorship Management	<ul style="list-style-type: none"> <li>• Develop and maintain strong relationships with internal and external stakeholders to secure ongoing donations and sponsorships.</li> <li>• Prepare and implement an annual sponsorship proposal targeting key organisations.</li> <li>• Engage manufacturers and distributors of baby goods to secure in-kind sponsorships.</li> <li>• Coordinate sponsorships and prizes for major fundraising events.</li> </ul>
Partnerships	<ul style="list-style-type: none"> <li>• Represent DSN at relevant speaking and networking events.</li> <li>• Strengthen existing partnerships and identify new partnership opportunities.</li> <li>• Develop and maintain relationships with corporate volunteering groups.</li> <li>• Coordinate and support corporate volunteer activities, including event organisation, liaison with volunteer team leaders, and acknowledgements.</li> </ul>
Fundraising Management	<ul style="list-style-type: none"> <li>• Lead and manage the DSN fundraising strategy and associated initiatives, including quarterly appeals, social media case studies or communications, consumable drives, and supplementary activities such as movie nights.</li> <li>• Represent DSN at relevant speaking engagements to advance the organization's profile.</li> </ul>

KEY RESPONSIBILITIES	TASKS
Reporting and Planning	<ul style="list-style-type: none"> <li>• Provide regular progress updates to the General Manager through weekly meetings.</li> <li>• Collaborate with the General Manager to plan major fundraising events.</li> <li>• Prepare written partnership and fundraising reports for monthly Board meetings and attend meetings as required.</li> </ul>
Systems and Administration	<ul style="list-style-type: none"> <li>• Effectively use organisational systems, including Campaign Monitor, Salesforce, and Microsoft tools (including SharePoint), to manage partnerships and fundraising activities.</li> <li>• Generating and issuing donation receipts to corporate volunteer organisations.</li> </ul>

### 1.3 SKILLS AND ATTRIBUTES REQUIRED TO PERFORM THIS ROLE

ITEM	DETAILS
Experience	<ul style="list-style-type: none"> <li>• Experience in a similar fundraising or partnerships role, with demonstrated success.</li> <li>• Experience in business development and management is highly desirable.</li> </ul>
Skills and Knowledge	<ul style="list-style-type: none"> <li>• Strong written and verbal communication skills.</li> <li>• Sound understanding of not-for-profit organisations and their operations.</li> </ul>
Personal Attributes	<ul style="list-style-type: none"> <li>• High energy, initiative, and a proactive approach.</li> <li>• Innovative and analytical problem-solving skills.</li> <li>• Ability to work independently and collaboratively.</li> <li>• Strong time management and organisational skills.</li> <li>• Capability to develop goals, policies, and strategic plans.</li> </ul>

### 1.4 KEY RELATIONSHIPS

WHO	NATURE OF INTERACTION
Dandelion Board	<ul style="list-style-type: none"> <li>• Indirect reporting and regular updates.</li> </ul>
General Manager	<ul style="list-style-type: none"> <li>• Direct reporting and close collaboration.</li> </ul>
Social Services Liaison Officers	<ul style="list-style-type: none"> <li>• Coordination to support logistics and operations.</li> </ul>
Operations Co-	<ul style="list-style-type: none"> <li>• Collaboration on compliance and logistics related to regulated goods.</li> </ul>

WHO	NATURE OF INTERACTION
ordinator	
Social Media Officer	<ul style="list-style-type: none"><li>• Provision of content and coordination of promotional activities.</li></ul>
Administration Assistant	<ul style="list-style-type: none"><li>• Administrative support for partnership and fundraising activities</li></ul>