



## Position Description Senior Fundraising Manager

**Position Title:** Senior Fundraising Manager

**Status:** Fulltime (0.8 FTE negotiable), 1 year contract with a view to permanency at the end of the term subject to performance and funding

**Hours per week:** 35 hours a week

**Salary:** \$110,000 to \$129,000 excluding superannuation, depending on skills and experience

**Accountable to:**

**Location:** Sydney/Remote within Australia

### Description

The Senior Fundraising Manager will help to develop our fundraising program and manage meaningful donor experiences. This is a hands-on fundraising role reporting to the Executive Director and working closely with the Operations Manager. This role will involve securing funding and creating compelling communications that allow funders to understand our impact.

This role will be ideal for someone who wants to use their relevant fundraising experience to help grow CDA. If you're excited by the idea of designing a fundraising strategy - as well as seeing the tangible impact of your behind-the-scenes work, this role will be a great opportunity for you to use your skills in a values-aligned organisation.

### Reporting lines

The Senior Fundraising Manager reports to the Executive Director but will also work closely with the Operations Manager and Board.

### Organisation Profile

Climate Defenders Australia (CDA) is a first-of-its-kind not-for-profit community legal service that specialises in defending frontline climate and environmental defenders. While our office is based in Sydney, we work across Australia, principally in the areas of criminal law, administrative and constitutional law, tort law, anti-discrimination and human rights law.

We also assist defenders who want to hold governments and police accountable for their actions by using courts and other mechanisms like complaints to regulators and authorities, as well as responding to Strategic Litigation Against Public Participation (SLAPP) which are used to threaten and intimidate people from engaging in civic space.

In addition to legal practice, CDA also provides legal information, education, and other related support to the community to advance and protect the natural environment. In this way, CDA advocates for law reform in areas

relevant to its legal practice, consistent with its charitable purpose.

CDA operates from the Greenhouse Climate Tech Hub in Circular Quay, a co-work space where all tenants are working to address matters of climate and environmental concern. The employment conditions for our team are above industry standards.

CDA offers competitive conditions including flexibility, concessional leave between Christmas Day and New Years Eve, accrual of time in lieu and room for professional development and advancement.

### Key duties and accountabilities

#### Operational Duties

- Refine CDA’s funding strategy and identify new sources of philanthropic income.
- Be responsible for donor stewardship, ensuring that donors have a warm and professional experience with CDA.
- Draft donor communications, including pitch decks, ensuring accurate and compelling messaging.
- Project manage grant applications, ensuring application deadlines are met.
- Manage existing grant compliance with support from the operations manager.
- Secure large, medium and small donations.
- Support the Executive Director in reporting to the CDA board on relevant fundraising metrics.
- Collaborate with our legal team to translate court outcomes into impactful stories that can be shared with funders.
- Represent CDA at events where donors are present.

### Selection Criteria

#### Essential

1. 4+ years' experience in philanthropy and working with major donors. Preferably in a not-for-profit environment
2. Demonstrated experience in managing donor relationships
3. Experience in grant reporting and compliance
4. Strong written communication skills with experience in drafting pitches and writing grant applications
5. Passion for social justice and social change, focusing on climate justice.
6. Ability to prioritise tasks according to need, meet deadlines and work at a fast pace when required.
7. Ability to work autonomously and in teams.
8. Highly developed organisational skills, including the ability to manage and organise files and documents.

Desirable	<ol style="list-style-type: none"> <li>1. Previous experience working in a Community Legal Centre, or an environmental or human rights NGO.</li> <li>2. Experience working with both domestic and international funders.</li> </ol>
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<b>Personal Attributes</b>
<ul style="list-style-type: none"> <li>• <b>Organised:</b> You are organised, keep to deadlines, and can manage your time efficiently.</li> <li>• <b>Collaborative, curious and courageous:</b> Your instinct is to be curious and engage with other people in your work. You are a team player who is receptive to feedback and knows when to seek guidance.</li> <li>• <b>Emotional intelligence:</b> Your emotional intelligence allows you to build strong relationships with external stakeholders and the broader team.</li> <li>• <b>Detail-oriented:</b> Your attention to detail helps you achieve good results.</li> </ul>
<b>Commitment to safety</b>
<ul style="list-style-type: none"> <li>• Commitment to working cooperatively and respectfully with Aboriginal and Torres Strait Islander peoples and organisations and to being guided by their vision, experiences, perspectives, and expertise. Commitment to ensuring that Aboriginal people feel welcome and culturally safe working in and with CDA.</li> <li>• Commitment to contributing to a safe working environment for all staff which is attentive to the risks of burnout, vicarious trauma and anxiety associated with climate change and legal practice.</li> </ul>

<b>Diversity, Equity and Inclusion</b>
<p>CDA is committed to building a diverse and inclusive workforce. We warmly welcome applications from Aboriginal and Torres Strait Islanders, people with disability, people from diverse cultural and linguistic backgrounds and people who identify as LGBTQIA+. If you are a candidate with disability, please let us know if you require any support to participate in the application and recruitment process.</p>

<b>How to apply</b>
<p>Send your CV and cover letter addressing the selection criteria to <a href="mailto:office@climatedefenders.org.au">office@climatedefenders.org.au</a>. We will be conducting interviews on a rolling basis, so do not delay your application!</p> <p>If you have any questions about the role, contact Melissa Hagarty, Operations Manager, at <a href="mailto:melissa@climatedefenders.org.au">melissa@climatedefenders.org.au</a>.</p>