

## JOB DESCRIPTION: HEAD OF FUNDRAISING

<b>Reports to:</b>	Managing Director	<b>Hours:</b>	Full Time or Part-Time
<b>Location:</b>	NSW or QLD	<b>Benefits:</b>	Salary Packaging

### ROLE PURPOSE

As the Head of Fundraising, you will lead the strategic development, implementation and growth of our organisation's fundraising function. You are responsible for overseeing as well as driving revenue diversification across philanthropy, individual giving, corporate, government and community. You will work closely with the CEO, Board, leadership team and fundraising staff to meet and exceed ambitious income targets while building long-term, sustainable donor relationships.

The Head of Fundraising has three key responsibilities: a) To manage and achieve the organisation's annual budget by securing and increasing fundraising income across all revenue streams b) Set key fundraising strategies to align and achieve the targets in the strategic plan c) Lead the existing fundraising team and develop the future capacity and capabilities to execute on future growth plans.

The role will need to work collaboratively with all internal and external key stakeholders to ensure growth, innovation and social outcome expectations are met and exceeded.

### KEY RESPONSIBILITIES

#### Strategy & Leadership

- Lead the development and execution of a comprehensive fundraising strategy aligned with organisational strategic plans and financial targets.
- Set annual income goals, budgets and fundraising KPIs and regularly report progress to the Managing Director and Board.
- Provide strong leadership, coaching and direction to the fundraising team, fostering a high-performance and collaborative culture.

- Champion a culture of fundraising across the organisation, supporting staff and Board engagement in fundraising activity.

### **Diverse Income Streams**

- Oversee and expand diversified income streams including:
  - Grant income (philanthropic, government, corporate funding)
  - Community Fundraising
  - Corporate partnerships and sponsorships
  - Individual giving and regular giving
  - Bequests and planned giving
- Oversee grant research, proposal development, submission and acquittals, ensuring compliance and timely reporting.

### **Major Donor, Philanthropy & High-Value Giving**

- Identify, cultivate, solicit and steward major donors, high net-worth individuals, trusts and foundations.
- Develop tailored engagement plans to secure multi-year commitments and large gifts.
- Lead tailored stewardship, recognition and donor journey initiatives to enhance retention and lifetime value.
- Build and maintain an effective donor stewardship program, ensuring consistent ongoing communication and engagement.
- Oversee major donor events, cultivation activities and donor recognition initiatives.
- Work with internal Communications and Marketing teams to develop compelling fundraising materials, digital appeals, impact stories and campaign collateral.

### **Innovation, Operations and Other:**

- Design and test new fundraising trends, campaigns and unexplored fundraising avenues
- Ensure robust CRM use, data integrity and analytics to inform strategy and improve decision-making
- Build and refine fundraising systems, processes, policies and procedures in line with best practices and regulatory requirements
- Manage fundraising budgets, financial forecasting and compliance with legal, ethical and sector standards
- Report monthly to Managing Director and quarterly to Board of Directors

### **CRITERIA**

- Significant senior fundraising experience (ideally 3+ years in leadership), including strategy development and income growth across multiple revenue streams.
- Proven track record securing major gifts, philanthropic support and diversified fundraising outcomes.
- Experience managing and mentoring a team with strong stakeholder engagement and relationship-building skills.
- Excellent strategic thinking, planning and organisational skills.
- Exceptional communication, presentation and interpersonal skills with ability to influence at all levels.
- Strong financial acumen with experience in budgeting, forecasting and performance reporting.
- Proficiency in fundraising CRM platforms (e.g. Salesforce, Raisers Edge) and data-informed decision-making.
- Strong project management skills including handling multiple priorities, short timeframes and working with internal and external stakeholders.
- Demonstrated experience working under limited supervision

## CONDITIONS OF EMPLOYMENT

- Cleared Working with Children's Check / Blue Card
- Cleared National Police Check
- Have a valid Driver's Licence
- Own a reliable vehicle for the duration of employment

## QUESTIONS

If you have any specific questions around the role or would like to explore your situation before submitting an application, please contact [applications@topblokes.org.au](mailto:applications@topblokes.org.au) and a team member will give you a call.

## HOW TO APPLY

Applications will remain open until the right candidate is selected. To apply, please submit your resume and an application covering the criteria listed above. Submit your application to [applications@topblokes.org.au](mailto:applications@topblokes.org.au)