

Corporate Funding  
Development Manager  
Position Description

Bobby Goldsmith  

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Foundation

<b>Position Title:</b>	Corporate Funding Development Manager
<b>Reports to:</b>	Marketing and Fundraising Manager (MFM)
<b>Authorised by and date:</b>	CEO/October 2019
<b>Classification level:</b>	Not governed by any modern Award
<b>Roles reporting to this one:</b>	Nil
<b>Appointment Status:</b>	Permanent / 60.8hrs per fortnight (.8 FTE)
<b>Position Purpose</b>	<ul style="list-style-type: none"> <li>• The Corporate Funding Development Manager is a member of BGF’s Marketing and Fundraising department, and plays a key role in ensuring BGF remains in a financially viable position to deliver its core services in line with the organisation’s strategic plan.</li> <li>• This position has responsibility for achieving specific financial and non-financial KPIs through the following Key Results Areas (KRAs): <ul style="list-style-type: none"> <li>○ Relationship Development – drafting and implementing plans to initiate, nurture and close funding relationships;</li> <li>○ Partnership Management – ongoing management of a portfolio of philanthropic donors including corporations, foundations, trusts etc.;</li> <li>○ Stakeholder Engagement – identifying relevant stakeholders to achieve linkages between organisational objectives and stakeholder interests.</li> </ul> </li> </ul>
<b>Relationship Development</b>	<ul style="list-style-type: none"> <li>• Develop a strategic plan for funding growth that aligns with the organisations strategic growth trajectory for major gift (in consultation with the CEO/MFM), corporate, trust and foundation income;</li> <li>• Develop business plans and reporting mechanisms that ensure transparency and risk management of all relationships;</li> <li>• Achieve key performance indicators whilst operating within pre-determined budgets;</li> <li>• Take the lead in all activities designed to cultivate relationships e.g. researching, profiling, targeting, prospecting and tracking through a project management methodology;</li> <li>• Develop a wide-ranging, fit-for-purpose suite of solicitation tools with which to engage with target funders, including marketing communication materials;</li> </ul>

	<ul style="list-style-type: none"> <li>Track and manage all relationship building activities to enable timely reporting of progress and outcomes of effort expended.</li> </ul>
<b>Partnership Management</b>	<ul style="list-style-type: none"> <li>Ensure the ongoing, effective stewardship of major donors (in consultation with the CEO/MFM), corporations, trusts and foundations;</li> <li>Personally manage all key partnerships on a consistent basis;</li> <li>Develop corporate relationships to a level whereby a sustainable partnership status is achieved;</li> <li>Keep abreast of all external business and development funding trends to ensure target funders are engaged optimally;</li> <li>Ensure all contributions are appropriately acknowledged and funders recognised commensurate with the value of their contribution;</li> <li>In collaboration with major funding partners, develop and implement ongoing plans to grow the relationship and build stronger ties between the parties;</li> <li>Work proactively to ensure all current partnership agreements are renewed to the satisfaction of all parties;</li> <li>Utilise the information systems available to record and track all relevant data to facilitate timeous reporting.</li> </ul>
<b>Stakeholder Engagement</b>	<ul style="list-style-type: none"> <li>Work with Marketing and Fundraising Manager to identify funding opportunities, and ensure all funding and grant applications are executed to meet the organisations funding requirements;</li> <li>Seek out opportunities for BGF Board members, BGF Ambassadors and the CEO to engage with potential and existing funders and prospective funders to either maintain existing relationships or develop new ones;</li> <li>Seek out engagement opportunities with key stakeholders to communicate and influence decision making in respect of future BGF funding;</li> <li>Actively engage with all BGF stakeholders to build organisational cachet and seek out funding leads.</li> </ul>
<b>Other Responsibilities</b>	<ul style="list-style-type: none"> <li>Contribute to the development of BGF's overall fundraising strategy and planning;</li> </ul>

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	<ul style="list-style-type: none"><li>• Recruit voluntary support where required (e.g. for corporate events) in collaboration with the Community Fundraising and Events Coordinator;</li><li>• Assist with the organisation, planning and implementation of all BGF events;</li><li>• Undertake additional projects as agreed with the MFM and/or CEO.</li></ul>
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<b>Person Specifications</b>	<ul style="list-style-type: none"> <li>• (E) = Essential (D) = Desirable</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Tertiary qualification in a relevant marketing or business discipline (E)</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Proven networking and relationship building (E)</li> <li>• Outstanding written and oral communication skills; ability to write clear, logical, articulate, and persuasive proposals (E)</li> <li>• Ability to pitch, negotiate, persuade and close to get the proposal approved/signed (E)</li> <li>• Exceptional personal presentation skills (E)</li> <li>• Ability to communicate complex information clearly and effectively in person (E)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• 7+ years successfully developing new business and managing partnerships within the NFP sector (E)</li> <li>• Minimum of 5 years of corporate funding development experience with a proven track record of success (E)</li> <li>• Experience in the grant management process (D)</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Represent BGF with integrity at all times</li> <li>• Strong and effective member of the M and F team</li> <li>• Personal values positively align with BGF's values</li> <li>• Highly innovative in approach, forward thinking and with an entrepreneurial spirit</li> <li>• Strong organisational skills including time-management and prioritisation, paying attention to detail whilst keeping an eye on the big picture</li> <li>• Team oriented and highly collaborative, however focused and deadline driven when required to work independently</li> </ul>
<b>Package</b>	<ul style="list-style-type: none"> <li>• Tenured role</li> <li>• Annual salary - up to \$100K dependent upon experience and skills; pro-rated</li> <li>• Superannuation contribution of 9.5% paid by BGF</li> <li>• Salary packaging available</li> <li>• 60.8 hour working fortnight (0.8FTE)</li> <li>• 20 days annual leave per annum with 17.5% leave loading, pro-rated</li> <li>• 6 month probationary period</li> <li>• Mobile phone and laptop provided</li> <li>• Based in Surry Hills, Sydney, NSW</li> <li>• Limited travel</li> <li>• Valid, unrestricted NSW driver's license required</li> </ul>