

Guide Dogs.

Position Description

Position Title:	Community and Corporate Fundraising Specialist
Department:	Fundraising
Reporting to:	General Manager Fundraising and Philanthropy
Location:	Kew, Melbourne

About Guide Dogs Victoria

Guide Dogs Victoria is a leader in breaking down barriers that enable our people to live life without limits.

Guide Dogs Victoria recognises and responds to the diverse needs and choices of our Clients. We specialise in providing high quality and safe services and supports to people living with low vision or blindness and other disabilities.

We are one of Australia's most trusted charities and an employer of choice in the disability and aged care sectors. We recognise and celebrate the diversity of our employees and volunteers and the benefits this brings to our organisation.

Our people enjoy an inclusive and culturally safe work environment free from all forms of discrimination. Guide Dogs Victoria is a place where talent is recognised and innovation is encouraged.

Purpose of Position

- The Community and Corporate Fundraising Specialist is responsible for securing significant funds and growing revenue from state-based community fundraisers and corporate partnerships.
- This position ensures the future viability and growth of Guide Dogs Victoria by broadening and strengthening our fundraising base through the development of strong and lasting relationships with our community fundraisers, supporters, event attendees and corporate partners.

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Portfolio Summary

The portfolio includes:

1. **Community fundraising program** with all individual and group fundraisers; peer-to-peer fundraising; physical challenges and other nominated events.
2. **Developing and delivering effective strategies for Guide Dogs' fundraising events** to achieve revenue targets.
3. **Partnerships with corporate supporters** based in Victoria.
4. **Promoting Workplace Giving** to corporate partners
5. Developing and delivering strategies to **grow and optimise revenue from GDV merchandise**, including both physical shop and online store channels.

Reporting Relationships

This position reports to the Fundraising Manager and has no direct reports.

Position Responsibilities

- Support the Fundraising manager by managing the Community and Corporate Fundraising program.
- Monitor ongoing performance of the Community and Corporate Fundraising program.
 1. provide analysis of results, including performance against revenue targets and registration/participation targets
 2. recommend areas for improvement and identify avenues for further development.
- Manage, advise, and utilise all relevant web and digital based solutions for the generation of optimal levels of additional income.
- Contribute to the development of policy in relation to third party events.
- Implement and monitor partnerships, events and community fundraising policy and procedures within area of delegation.
- Participate in the annual business planning/budget process, to drive growth from the current and future portfolio and maximise net income.
- Monitor general industry and market trends, interpret and share how they can be used to improve Guide Dogs' community and corporate fundraising.
- Identify opportunities to engage the staff of corporate partners in community fundraising activities including workplace giving.
- Attend key events to thank organisers and participants as well as promote Guide Dogs.
- Develop and continually update the community fundraising kit and suite of cost effective ideas that are also compliant with government regulations.
- Assist in the mentoring and support given to community fundraisers to maximize their fundraising efforts.
- Provide advice and assistance (where relevant) with insurance and other legal requirements for holding community fundraising events.

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- Leverage Guide Dog volunteers to support community fundraising efforts.
- Identify and promote existing third-party community fundraising events to the Guide Dog community fundraising community.
- Develop and implement a stewardship framework to thank and recognise corporate partners, community fundraisers and participants in community fundraising events.
- Work closely with Vision and Guide Dog Services to identify and involve Guide Dog staff and clients in fundraising initiatives.
- May be required to work some weekends or evenings (with overtime taken as time in lieu) across Victoria.
- Other duties as required to support the fundraising team.

SUPERVISORY RESPONSIBILITIES:

N/a

Team Responsibilities

- Promote organisational values.
- Model commitment to building a learning culture.
- Create and promote opportunities for people from diverse identity and cultural backgrounds, particularly people with lived experience to work and advise at all levels of the organisation.
- Manage team dynamics within area of responsibility and support productive working relationships within the team and with other work groups.
- Encourage the team to show initiative and look for ways to continuously improve.

Administration

- Contribute to the development of the department's annual budget and track performance against monthly targets and maintain costs within budget.
- Actively participate in the development and implementation of the department's objectives and Guide Dogs Victoria's strategic plan, and complete other duties when requested to ensure their achievement.
- Develop and implement team plans with clear targets and goals linked to the strategic and business plan.
- Provide accurate written information including clear and informative reports and communications.
- Coordinate and participate actively in staff meetings and share information to improve the work environment and outcomes.
- Demonstrate initiative and contribute to ideas for improving ways of working and generating ideas for innovation.
- Keep abreast of new developments within area of responsibility.
- Attend after hours Guide Dog Victoria events and activities as required from time to time.

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Compliance

- Establish best practice service models, governance frameworks, business systems, policies and procedures.
- Develop and implement safe systems of work and ensure that employees within area of responsibility are able and encouraged to identify and manage workplace safety risks.
- Lead by example in following all Guide Dogs policies, procedures and systems.
- Ensure safety of self and others in the work environment.
- Contribute to the identification and reporting of risks and hazards, and contribute to their effective control.
- Ensure work meets Guide Dogs quality requirements, and contribute to the enhancement and continuous improvement of our quality systems.
- Actively contribute in internal and external audits as part of the Guide Dogs quality accreditation.

Position Selection Criteria

Knowledge, Skills & Previous Experience

- Demonstration of community and corporate engagement experience, with proven success in fundraising.
- Excellent communication, collaboration and negotiation skills.
- Strong data, analytical and reporting skills.
- Sound knowledge of fundraising legislation, practices and philosophy of charitable giving.
- Ability to work well under pressure and manage competing priorities in a fast paced, high volume environment.
- High level of attention to detail
- Innovation and problem solving skills to analyse new opportunities and remedy existing inefficiencies.
- Experience working with customer relationship management systems (Salesforce and Active Campaign would be advantageous)
- Strong Microsoft office skills.
- Demonstrated ability to work productively both autonomously and as a member of a team.
- Proven team player – responsive, flexible and approachable.
- Self-motivated, thorough and results driven.
- Comfortable working around and with large dogs.

Personal Attributes

- Mature and professional approach and presentation.
- Presents people with a disability positively and educate others in the community.
- Demonstrates confidentiality and diversity awareness.
- Is outcome focussed and follows through with commitments.

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- Is flexible: adapts to changing circumstances, and prioritises work and addresses what is important.
- Is collaborative: works with others to achieve common goals, and engenders teamwork.
- Works effectively with Volunteers.
- Manages time and uses tools effectively to assist with planning and organising.
- Demonstrates appropriate interpersonal skills, active listening, empathy, social awareness and emotional intelligence in communications, problem solving and conflict resolution.
- Adopts personal accountability in own role.
- Maintains organisation's image and reputation in context of own role
- Demonstrates commitment to live the Values and Behaviours of Guide Dogs Victoria.
- Demonstrates a strong client and customer focus and a commitment to person centred service practices.
- Able to manage the physical demands and requirements of the job.
- A valid Victorian driver's licence and satisfactory background checks including a National Police Check, International Police Check (where relevant), National Disability Worker Screening Check, and Working with Children Check.

Guide Dogs Victoria

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