

# Key Relationships Manager – Parental Leave Cover

## Position Description – March 2022



### JOB OVERVIEW

<b>TITLE</b>	<b>Key Relationships Manager</b>
REPORTS TO	Fundraising Director
DIRECT REPORTS	Key Relationships Officer
LOCATION	60 Leicester St, Carlton, 3053 with potential for flexible home working arrangement.
SALARY	EV5.1 \$44.53/hour (approx. \$87,990 p.a.) plus superannuation and generous leave conditions
TERM	Part-time 12-month contract at 0.8 FTE or full-time 9-month contract. Other arrangements will be considered, please let us know your preferences.

### WHO WE ARE

Environment Victoria is one of Australia's leading not-for-profit environment groups, with a strong history of running strategic, dynamic, people-powered and successful campaigns to take action on climate change and improve environmental protections. Together with our over 200,000 Victorian supporters we're campaigning to solve the climate crisis and build a thriving, sustainable society that protects and values nature. Our campaigning is solutions-based, founded on research and aims to build enduring community power.

Our team of around 24 staff is effective, nimble, creative, and fun. We are actively working towards creating an organisational culture and work environment that is flexible, inclusive, and diverse. We acknowledge this is a journey and that there is more to be done. To that end our new Enterprise Agreement includes equal parental entitlements as well as menstruation, menopause, and gender transition leave.

This position sits in a passionate and successful fundraising team and is perfect for someone skilled in fundraising, preferably in major gifts and/or trusts & foundations, wanting to help solve the climate crisis. Previous experience is important for this role, as is enthusiasm and willingness to learn. Formal education, qualifications, and matter less to us than earned experience, passion for Victoria's environment, initiative, and drive.

We strongly encourage applications from Aboriginal or Torres Strait Islander people, people of colour, women, people with disability, members of the LGBTIQ+ community and migrants to Australia.

### WHO YOU ARE

You are highly motivated and passionate about protecting Victoria's environment and acting on climate change. You have great oral and written communication skills and love to inspire others to take action. You are bold and not afraid to ask for financial support in person or support senior executives and Board members in the asking process.

A competent and compassionate manager of others, you enjoy meeting new people and building relationships with diverse groups and individuals.

You are organised, autonomous, proactive and enjoy driving your own projects. You like being on top of managing your caseload and developing engagement and solicitation strategies for key major donors and foundations.

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You have had prior experience in fundraising and understand the fundraising landscape. You are goal-orientated and enjoy working towards a target. Formal education, qualifications, and matter less to us than earned experience, passion for Victoria's environment, initiative, and drive.

This exciting position is an ideal opportunity for an experienced fundraising professional looking to develop their expertise in Major Gifts or for a Major Gifts professional looking to take the next step in their career.

### THE ROLE

The Key Relationships Manager is responsible for delivering the major donor, mid-value donor, gifts in Wills and trusts and foundations program. Responsible for around 40% of annual income, this is a vital role within the organisation.

The role reports directly to the Fundraising Director and works closely with the CEO to develop and implement plans and proposals for soliciting major gifts and bequest commitments from individual supporters and trusts and foundations. The role manages the Key Relationships Officer and works closely with other members of the Environment Victoria team as required.

The role requires both organisation and strong people skills to provide tailored and personal communications to a significant number of key supporters and to manage a fundraising program with multiple components (major gifts, mid-value donors, trusts & foundations, and gifts in Wills).

Environment Victoria is 100% funded by our amazing supporters and this role is crucial to ensure we stay an independent and strong voice for the environment.

You would be based in Environment Victoria's office in the award-winning 60L Green Building in Carlton, Victoria. Environment Victoria remote home working arrangements are also possible depending on your personal situation. This role might also require to travel occasionally within Victoria and interstate.

### ACTIVITIES

#### Major Gifts:

- Manage and grow fundraising income from a caseload of key major donors, and trusts and foundations.
- Create individual stewardship plans for each donor identified in the caseload including appeals, events, proposals, gift solicitation, reporting and donor care pieces.
- Facilitate and make direct asks to secure financial gifts, using the CEO and campaigns and organising team as required.
- Maintain a program of visits/contact with current and potential donors to build relationships with key donors and with the purpose to retain or upgrade their gift.
- Manage relationships with the Pledge Circle and support the CEO in relationship management of other key supporters.
- Coordinate the development of funding proposals.

#### Trusts & Foundations:

- Maintain a calendar of grant opportunities and work with Environment Victoria staff to build strong relationships with, make successful applications, and provide on-time reporting and acquittals to trusts and foundations.
- Prospect and reach out to new trusts & foundations to secure funding for Environment Victoria campaigns.

#### Gifts in Will and Mid-Value programs:

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- Manage the Key Relationships Officer in delivering the mid-value donor and gifts in Wills programs.

### General:

- Provide input into the fundraising strategy and budgeting process where required.
- Develop and maintain up to date major donor program processes and procedures including up-to-date recording on the Salesforce CRM.

### Performance measures

- Deliver agreed annual budget targets for the major donor and trust and foundation caseloads.
- Meet total major donor program budget target.
- Increase number of confirmed bequests.
- Ensure retention of donors in the program.
- Scope new grant opportunities and maintain grant calendar.
- Submit on-time grant applications and timely acquittal reports.
- Effective management of the Key Relationships Officer.

### Selection Criteria

#### *Essential criteria*

- Relevant education and experience.
- Demonstrated excellence in person-to-person communications in sensitive and high-pressure environments.
- Track record of delivering successful fundraising or Major Gift programs.
- Excellent communications and writing skills and understanding of the fundraising landscape.
- Proven team player and manager– responsive, flexible, approachable, and compassionate.
- Self-motivated, authentic and thorough, aligned with Environment Victoria’s values.
- Creativity and experience in writing successful proposals, delivering presentations and creating donor solicitation and reporting materials.

#### *Desirable Criteria*

- Passion for championing and protecting our natural environment.
- Understanding of the principles of major donor and trust & foundation fundraising.
- Experience in the use of fundraising or equivalent database or CRM system.
- Experience in delivering or managing a gifts in Wills program.
- Experience and understanding of budgets in the context of applying for and managing applications for grants from government and/or private trusts & foundations.

### Reporting

- The position reports to the Fundraising Director and manages the Key Relationships Coordinator.

### Terms and Conditions

- This is a part-time (0.8 FTE) 12-month or full time 9-month parental leave cover role with an expected start date in May 2022. Other arrangements will be considered, please let us know your preferences.
- This position is classified as EV5 .1 with a commencing pay point of \$44.53/hour and annual progression as defined in the Environment Victoria Enterprise Agreement 2021.

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- Environment Victoria staff are required to operate in a manner consistent with Occupational Health & Safety (OH&S) and Equal Employment Opportunities (EEO) policies.
- Environment Victoria is strictly non-partisan.

### HOW TO APPLY

To apply for this position please submit the following:

- A short cover letter (no more than 1page) explaining your interest in the role and Environment Victoria
- A current CV (no more than 3 pages)
- Responses to each of the selection criteria (no more than 3 pages).

Please email your application, along with a CV and a short cover letter to [admin@environmentvictoria.org.au](mailto:admin@environmentvictoria.org.au). Applications have been extended to latest **5:00 PM Monday 18<sup>th</sup> April** and will be considered as they arrive, so please apply ASAP.

Applicants of diverse genders, cultural backgrounds, and experiences are encouraged to apply. We strongly encourage applications from Aboriginal or Torres Strait Islander people, people of colour, women, people with a disability, members of the LGBTIQ+ community and migrants to Australia.

For more information about Environment Victoria, visit our website:

[www.environmentvictoria.org.au](http://www.environmentvictoria.org.au).

For more information about the position, contact Camille Warambourg, Key Relationships Manager, at [c.warambourg@environmentvictoria.org.au](mailto:c.warambourg@environmentvictoria.org.au) or call 0433 633 363.