

Key Relationships Manager
Position Description



JOB OVERVIEW

TITLE	Key Relationships Manager
REPORTS TO	Fundraising Director
DIRECT REPORTS	Key Relationships Officer as required
LOCATION	60 Leicester St, Carlton, 3053 with potential for flexible home working arrangement.
SALARY	EV5.1 \$47.50/hour (approx \$93,860/annum) plus superannuation and generous leave conditions
FTE	Full-time (part-time (min 0.8 FTE) or job-share proposals will be considered)
TERM	Permanent

WHO WE ARE

Environment Victoria (EV) is building a movement of people across Victoria to create a just society living in harmony with a healthy environment. We are one of Australia’s leading not-for-profit environment groups, with a history of running strategic, people-powered, campaigns that win just solutions to the biggest environmental problems of the day.

EV is leading an exciting collaboration of conservation councils from across the Murray-Darling Basin to restore Australia’s most important river system back to health. Thanks to our campaign, we have a federal government that has made a serious commitment to the Murray-Darling for the first time in a decade. The next year will be critical to secure the funding needed to create a groundswell of support for the Murray-Darling and keep the government accountable to its promise.

Our team of around 29 staff and hundreds of volunteers is nimble, creative and fun. We strive for justice, equity, diversity and inclusion in our work and are committed to building, and supporting, a team that mirrors the rich diversity of the Victorian community in which we work.

This position sits in a passionate and successful fundraising team and is perfect for a someone skilled in major gifts and trusts & foundations fundraising wanting to help solve our biggest environmental problems. Previous experience is a must have for this role, as is enthusiasm and willingness to learn.

WHO YOU ARE

You are highly motivated and passionate about protecting our beautiful ecosystems in Victoria and in the Murray-Darling as well as 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 have had prior experience in fundraising and understand the fundraising landscape. You are goal-orientated and enjoy working towards a target. You are adept at running a successful fundraising program with a small team. Formal education and qualifications matter less to us than earned experience, passion for Victoria’s environment, initiative, and drive.

THE ROLE

This Key Relationships Manager position is a new position that will sit across two portfolios. It will be primarily responsible for delivering the Conservation Alliance fundraising strategy, working towards raising \$1.7million p.a. from financial year 2025 onwards. It will also provide support to Environment Victoria's key relationships portfolio, including taking over some of the existing Manager's responsibilities while she is on parental leave between May 2024 and May 2025.

The role reports directly to the Fundraising Director and works closely with the CEO and other members of the EV and Conservation Alliance teams. Appropriate fundraising support will be provided as needed and this role may be required to manage a Key Relationships Officer.

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 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 "inner circle" donors 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.

Murray-Darling Conservation Alliance Fundraising:

- Lead, deliver, and update the 2023-2026 Conservation Alliance Fundraising Strategy primarily focusing on securing major gifts from individuals and foundations.
- Support other Conservation Alliance members to deliver joint fundraising activities including appeals, events, proposals, gift solicitation, reporting and donor care pieces.
- Support the launch and management of the Conservation Alliance's grassroots grant program.
- Provide regular updates for the Conservation Alliance's Board.

Gifts in Will and Mid-Value programs:

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

General:

- Provide input into Environment Victoria's 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 major donors and trusts and foundations for Environment Victoria and the Murray Darling Conservation Alliance.
- Increase number of confirmed bequests.
- Ensure retention of donors throughout both portfolios
- Establish a collaborative culture with fundraising counterparts from the Conservation Alliance
- 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 major donor and trust & foundation programs.
- Excellent communications and writing skills and understanding of the principles of major donor and trust & foundation fundraising.
- 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.
- Experience and understanding of budgets in the context of applying for and managing applications for grants from government and/or private trusts & foundations.

Desirable Criteria

- Passion for championing and protecting our natural environment.
- Experience in the use of fundraising or equivalent database or CRM system.
- Experience in delivering or managing a gifts in Wills program.

Reporting

- The position reports to the Fundraising Director and may require managing a Key Relationships Officer.

Terms and Conditions

- This is a full-time permanent position with an expected start date of March 2024. Part-time contract will be considered (min 0.8FTE).
- This position is classified as EV5 with a commencing pay point of \$47.50/hour and annual progression as defined in the Environment Victoria Enterprise Agreement. Higher commencing pay points are available in limited circumstances where immediate past

experience is demonstrated to count towards 'years of experience' under the Enterprise Agreement.

- 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 including names and contact details of two referees
- Responses to each of the selection criteria (max 2 pages).

Please email your application, along with a CV and a short cover letter to admin@environmentvictoria.org.au as soon as possible.

Applications will remain open until we fill the position, so we encourage you to reach out if you're interested to ask questions and apply early. We will start reviewing applications and invite candidates for an interview from 2nd February 2024.

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.

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