

Fundraising and Partnerships Coordinator

POSITION DESCRIPTION

About Sustain

Sustain is a health promotion charity specialising in designing and building sustainable, healthy and equitable food systems. As Australia's only national food systems 'think and do network,' we conduct research, deliver inspiring projects and bring together diverse actors around a powerful shared advocacy agenda for transformative change.

We are committed to re-imagining and transitioning to a food system that nourishes people and the ecosystems that sustain us all. We give communities, governments and organisations the tools they need to help them become empowered food citizens and to develop policies and practices that support healthy, sustainable and equitable food systems. Our projects are designed to have a concrete impact at a local level and to empower and inspire others by showing that, yes, a better food future is possible.

Role summary

This pivotal new role works with the Executive Director and Board in leading the development and implementation of a donor, partnerships and grants strategy and related initiatives that will diversify income streams and establish a sustainable funding base to support Sustain in achieving its core purpose. The position suits someone with experience in philanthropic and corporate partnerships and fundraising, as well as (ideally) in grant writing and administration. The candidate will need to be a self-motivated and energetic 'people person' with a passion for healthy, sustainable and equitable food systems.

The role involves the following functions, but is not limited to:

- Work closely with the Executive Director and other Sustain staff as well as the Sustain board to develop and implement a fundraising, donor and partnerships strategy
- Analyse and respond to the fundraising landscape to build compelling propositions for philanthropic funding, workplace giving programs and corporate partnerships
- Develop sponsorship packs, consultancy quotes and submit proposals as required
- Identify and cultivate relationships with potential patrons and ambassadors
- Apply a creative and collaborative approach to developing mutually beneficial partnerships and maintaining strong relationships
- Develop systems and processes for maintaining accurate and updated records of all contacts and stakeholder relationships, including any contracts and agreements
- Develop financial targets and track performance through regular and timely reporting against the position's core responsibilities and activities
- Work closely with the Sustain team to ensure new partnerships are aligned with strategic priorities and core values
- As appropriate, monitor grant opportunities, write grant applications and oversee grants administration including acquittals

Required skills and experience

Essential

- Demonstrated track record working in business and/or partnership development in the not-for-profit sector and strong familiarity with fundraising landscape, including some or all of grants, trusts, foundations, donors and workplace giving programs
- Outstanding verbal and written skills in developing pitches, proposals and presentations and (ideally) writing grant applications
- Highly developed interpersonal skills with the capacity to influence and negotiate with a diverse range of stakeholders
- A creative and collaborative approach to developing and managing mutually beneficial partnerships and relationships
- Good judgement, strong problem-solving skills and the ability to think strategically
- Self-motivated with strong initiative and attention to detail
- Ability to respond to changing working demands of a dynamic environment
- Strong IT skills including good knowledge of standard Office software and online collaboration tools such as Asana, Slack, Google Suite, etc
- Tertiary qualification in relevant marketing/communications or other field/discipline relevant to Sustain's work (e.g. sustainability/environment, health/nutrition, agriculture, community development, etc)

Desirable

- Knowledge of and demonstrable experience in developing workplace giving arrangements
- Knowledge of and demonstrable experience in building corporate volunteering and team-building opportunities
- Knowledge of and experience working in the community food and / or sustainable food systems sector
- Experience in tender writing
- Familiarity with impact measurement frameworks and methodologies

Employment conditions

Reporting and working relationships

This position reports directly to the Executive Director and will develop strong, collaborative working relationships with the Operations Manager, Communications Coordinator and Project and Events Officer as well as Sustain board members, consultants and clients.

Staff performance and development

Sustain staff may undertake allocated duties not specifically mentioned in their position description but within the capacity, qualifications and experience normally expected from persons occupying positions at a similar level. This provides opportunities for staff to develop new skills and expertise.

Performance targets and expectations will be negotiated at the beginning of the contract as well as when undertaking new project responsibilities. A 6-monthly review project and annual performance review will provide opportunities to monitor progress and discuss performance and development needs. Where budgets allow, staff will be supported to develop skills and knowledge relevant to the position through attendance at workshops/events and/or participation in training activities.

Salary, benefits and contract duration

A competitive salary is offered at 0.6 FTE, plus 10.5% superannuation. Twelve months fixed term contract. Salary packaging up to \$15,900 pa (pro rata) for general living expenses.

Possibility of extension subject to funding availability and satisfactory performance. Three month probationary period.

Location

Preston (with flexibility to work from home). Must be available to attend in-person meetings and activities in and around Melbourne.

To apply: Please send your CV and a cover letter indicating your interest in the role and working with Sustain, as well as how your experience and skills meets the criteria for this role, by email to Nick Rose, Executive Director, nick@sustainaustralia.org