

POSITION DESCRIPTION

Position Title	Director, Resource Mobilisation & Communications
Time Commitment	Full time (1.0 FTE) permanent
Classification	SCHADS 7
Location	Level 4, 333 Queen St Melbourne. Hybrid WFH and office
ABOUT THE ORGANISATION	
<p>IWDA is an Australia based organisation, resourcing diverse women's rights organisations, primarily in Asia and the Pacific, and contributing to global feminist movements to advance our vision of gender equality for all.</p> <p>VISION: Gender equality for all PURPOSE: To defend and advance the rights of diverse women and girls VALUES: Feminist, Accountable, Collaborative, Transformative</p> <p>OUR GOALS 2023-2025:</p> <ol style="list-style-type: none"> 1. Resource and contribute to a resilient and vibrant feminist movement, primarily in the areas of freedom from violence and power, leadership and civic space 2. Promote systemic change towards gender equality for all 3. Build a resilient and relevant feminist organisation <p>We resource the work of diverse women's rights organisations, enable them to be more effective by providing support that goes beyond money, and we make our own contributions to feminist movements through advocacy, knowledge creation and translation.</p> <p>As part of this contribution, we take actions to decolonise our approach to feminism and development. We want to become the best we can be at the partnerships across the Majority and Minority worlds. This means we seek to understand and leverage our locational power so that we know when to:</p> <p>STEP UP and use our power to leverage resources and access for women's rights organisations, and make our own contribution to feminist movements</p> <p>STAND WITH feminist movements in solidarity and amplify the work of global south actors</p> <p>STEP BACK when others are better placed to take the lead</p> <p>SIT WITH uncertainty, embrace communal learning and deep listening, and accept that time is needed to collectively discern the best course of action.</p> <p>Our Strategic Plan 2025 outlines a third way between the models of women's funds and international development NGOs.</p> <p><i>International Women's Development Agency (IWDA) has an EO exemption (H69/2022) and requests applications from people who identify as women only (including trans women).</i></p> <p><i>IWDA welcomes people with different skills and life experiences, and encourages women from culturally and linguistically diverse backgrounds, women with disabilities and First Nations women to apply. Preference will be given to applicants who have experience in, or strong community ties to, one of the countries in which IWDA supports partners.</i></p> <p><i>Any offer of employment will require a National Police Check and endorsement of IWDA's Child Protection Code of Conduct. All applicants must be legally entitled to live and work in Australia.</i></p>	
POSITION SUMMARY	
<p>The Director, Resource Mobilisation & Communications spearheads a transformative approach to revenue generation and outreach at IWDA. This pivotal role transcends conventional fundraising methods, embracing</p>	

a vision that encompasses broader partnerships and innovative funding avenues. Reporting directly to the Chief Executive Officer, this visionary leader is tasked with revolutionising IWDA's financial landscape and amplifying its influence.

This newly created role is responsible for growing untied revenue through fundraising and major gift income. The role holder will increase connection and leverage opportunities between all sources of funding by overseeing integrated fundraising and communications functions and by creating and building relationships with major donors (individuals, trusts, foundations and corporates).

This inspirational individual will lead IWDA's income development and communications to ensure IWDA's long-term sustainability, influence and profile.

The Director is an integral member of IWDA's executive leadership team and will work collaboratively to ensure IWDA's sustainability, effectiveness and sector influence.

KEY RELATIONSHIPS

Reports to:	Chief Executive Officer
Manages:	Communications Manager, Fundraising Manager, Development Manager
Internal:	IWDA Board, Resources and Partnerships Committee, Executive Leadership Team (ELT), Systemic Change & Partnerships Team (SC&P), Knowledge Translation & Equality Insights Team (KT&EI), People, Finance & Operations Team
External:	ACFID, ACNC, DFAT, national and global women's rights organisations and networks, major donors, supporters, corporates, trusts and foundations, media and marketing stakeholders, fundraising agencies, other suppliers and stakeholders

KEY RESPONSIBILITIES

1. Strategic Fundraising Leadership

- Develop and execute a forward-thinking fundraising strategy that transcends traditional methods, exploring avenues such as multilateral partnerships and feminist philanthropy to diversify revenue streams
- In collaboration with the CEO, lead the development and implementation of IWDA's Income Plan
- Lead organisational resource mobilisation, fundraising strategies and innovations to drive acquisition, growth and income diversification targets aligned with IWDA's Income Plan across individual giving, major gifts and bequests
- Drive the integration and effectiveness of IWDA's fundraising and grant development functions to ensure that IWDA meets its multi-year income strategies and goals
- Develop, lead and manage strategies to grow and diversify income from corporate and philanthropic partnerships, major donors, trusts and foundations
- Forge impactful relationships with major donors, including individuals, trusts, foundations, and corporates, fostering connections that drive substantial contributions and sustained engagement
- Develop and drive implementation of consistent year-on-year measurement criteria to monitor performance against Income Plan targets, identify trends in growth/decline, and develop actionable solutions to safeguard IWDA's long term financial sustainability
- Provide analysis to IWDA's ELT and Board on the organisation's current and potential income streams and drive evidence-based enhancements
- Lead the organisation's Income Planning process and create ambitious but achievable income targets and KPIs
- Lead creation of systems and processes that ensure robust, consistent and reliable forecasting and reporting of results
- Oversee and support the Development Manager to develop institutional funding and grant pipelines and deliver successful bid proposals
- Ensure due diligence is conducted on prospective and existing sources of institutional funding

- Oversee and support the integrated processes, practices and systems to ensure IWDA's effectiveness of resource mobilisation
- Lead reporting to the Resources and Partnerships Committee

2. Stakeholder engagement & integrated communications

- Oversee a dynamic communications framework that seamlessly integrates with fundraising efforts, amplifying IWDA's message and impact across diverse channels
- Lead the ongoing stewardship of IWDA's brand and reputation to increase recognition and influence
- Oversee IWDA's positioning, marketing and communications to achieve strategic goals and successfully implement a renewed IWDA Communications Strategy
- Oversee alignment of IWDA's strategic communications to help deliver SC&P and KT&EI outcomes
- Ensure IWDA's evaluative findings, results and impact are communicated to internal and external stakeholders to enhance organisational transparency and traction for support
- Lead strategic engagement to diversify IWDA's partnerships, particularly towards the private sector

3. Legal affairs, risk & compliance

- Oversee the development of robust and consistent contracting processes across the Resource Mobilisation portfolio
- Ensure adherence to organisational policies and procedures

4. Financial planning & budget control

- Support the CEO in the formulation and application of funding parameters for annual and longer-term budgets and driving cost effectiveness
- Collaborate with Director, Systemic Change and Partnerships to enable and maximise local, national and international funding opportunities
- Collaborate with the Director, Systemic Change and Partnerships to advance IWDA's institutional fundraising agenda, supporting strong connections between resource mobilisation and program thematic priorities, fostering the development of IWDA partnerships and coalitions
- Ensure that adequate staff cost recovery and organisational overhead costs are integrated into all funding proposals and budgets to enable organisational sustainability
- Collaborate with the ELT on the annual departmental budget and contribute to the annual organisational budget process
- Develop funding pipelines, oversee international business development and ensure IWDA's financial sustainability

5. Culture, Collaboration & Influencing

- Engage fully in the strategic leadership of IWDA; contributing to setting organisational strategic direction and building organisational sustainability, influence and success
- Model IWDA's values and behavioural competencies at all times, including nurturing a feminist and anti-racist leadership approach, building trust and accountability across teams
- Model and drive positive risk and safety culture
- Co-create and model a visibly collaborative leadership approach that supports the full integration of teams
- Serve as a lynchpin within IWDA's executive leadership team, fostering collaboration and synergy to ensure organisational sustainability, effectiveness, and sectoral influence
- Inspire strategic leadership and management across the organisation to achieve optimum outcomes, behavioural and organisational objectives, and ensure retention of staff
- Contribute strategically to organisational development, human resource management and policy review/development
- Support, advise and brief the CEO on relevant matters for internal and external purposes

- Collaborate with the ELT on organisational monitoring, evaluation and learning (MEL)
- Develop and maintain effective external relationships with key stakeholders, including government departments, universities, research institutes, multilateral institutions, advocacy coalitions, regulators, peak bodies, business partners, key suppliers and other relevant parties
- Write, speak and represent IWDA as a thought leader in gender equality and women's rights in public events and professional fora
- Serve and promote IWDA's interests, reputation and goals
- Provide input to government and regulatory inquiries and contribute to the ongoing development of the Australian development sector
- Oversee quality control of all outputs to maintain IWDA's reputation and influence in the sector

6. Learning & Growth

- Demonstrate continuous learning and improvement, individually and as part of the ELT
- Identify own knowledge and experience gaps and proactively seek expertise in others
- Model and promote a learning and growth mindset across the organisation
- Model and promote a solutions-focused culture across the organisation

As with all employees, the role holder will also contribute to IWDA organisational processes as appropriate to their seniority in the organisation. These include: monitoring, evaluation and learning; budgeting, planning and reporting, and organisational culture building, including improving organisational drivers of diversity and inclusion and the continual work towards becoming an anti-racist organisation.

SELECTION CRITERIA

Technical Experience

Essential

1. Relevant tertiary qualifications (or equivalent experience) such as international development/relations, communications, marketing
2. Substantial experience in leadership or senior management positions with a for-purpose organisation
3. Substantial experience and success in driving and securing high value strategic partnerships with donors, philanthropists, and high net worth individuals
4. Proven track record in leading and growing revenue year on year through fundraising, including via direct mail, regular giving, major gifts and bequests
5. Demonstrated success leading communications functions including building the recognition and influence of a brand and implementing targeted advocacy strategies
6. Experience leading successful innovative marketing and communications campaigns
7. Advanced skills in budget development, forecasting and analysis

Desirable

1. Knowledge of women's rights issues and gender equality, preferably with an understanding of international development
2. Post graduate qualifications highly regarded (e.g. business management, social/public policy)
3. Experience using Salesforce or similar CRM

Behavioural competencies Attributes

- **Visionary Leadership:** a strategic thinker with a bold vision for resource mobilisation and communications, capable of driving transformative change within the organization and the sector at large
- **Relationship Building:** adept at cultivating meaningful connections with diverse stakeholders, from major donors to institutional partners, leveraging these relationships to drive organizational growth and impact
- **Innovative Mindset:** embraces innovation and creativity in fundraising and communications, exploring new paradigms and technologies to stay ahead of the curve
- **Collaborative Spirit:** thrives in a collaborative environment, championing cross-functional teamwork and collective action to achieve shared goals
- Valuing Diversity
- Empowerment
- Acting with Transparency
- Building Trusting Relationships
- Collaborating for success
- Learning, Improving & Adapting
- Judgement & Decision Making
- Managing Work & Quality

GENERAL CONDITIONS

All IWDA staff and volunteers are required to:

- Support and demonstrate IWDA's Values and Behavioural Competencies
- Act at all times in accordance with IWDA's Code of Conduct and Policies
- Comply with IWDA's Occupational, Health, Safety & Wellbeing Policy and practices
- Act at all times in accordance with IWDA's Child Protection Policy and Code of Conduct
- Undertake a police check prior to commencement and every two years thereafter

TRAVEL REQUIREMENTS

This position may require occasional domestic and international travel. It is a condition of employment that staff abide by all IWDA security and safety policies and procedures.