

POSITION DESCRIPTION

Position Title	Relationship/ Major Gifts Manager
Time Commitment	Flexible: full-time (1.0 FTE) or part-time (0.6 FTE minimum) Fixed term 12 month contract (parental leave cover) Commencing April 2019
Location	Level 1, 250 Queen St, Melbourne
ABOUT THE ORGANISATION	
<p>WHO ARE WE? IWDA is the leading Australian agency entirely focussed on women's rights and gender equality in the Asia Pacific region. We are international, feminist and independent.</p> <p>OUR VISION Gender equality for all</p> <p>OUR PURPOSE To advance and protect the rights of diverse women and girls</p> <p>VALUES Feminist, Accountable, Collaborative, Transformative</p> <p>OUR GOALS 2016-2021</p> <ol style="list-style-type: none"> 1. Promote women's leadership and participation 2. Increase women's safety and security 3. Accelerate women's economic rights 4. Support systemic change towards gender equality 5. Ensure organisation sustainability and influence <p><i>International Women's Development Agency (IWDA) has an EEO exemption (H139/2015) and requests applications from women only. IWDA encourages women from culturally and linguistically diverse backgrounds and women with disabilities to apply. Any offer of employment will require a National Police Check and endorsement of IWDA's Child Protection Code of Conduct</i></p>	
POSITION SUMMARY	
<p>The Major Gifts Manager (parental leave cover) will work with a designated caseload of donors to build relationships and increase giving over time. The role will maintain and build on highly strategic and tailored individual donor stewardship plans for designated donors that match donor passions, interests and communication preferences with appropriate engagement. The role is responsible for demonstrating donor impact and making appropriate solicitations.</p> <p>This role will drive and manage IWDA's Relationship Fundraising portfolio resulting in significant fundraising income (untied and tied) for the Agency. This role will have proactive oversight of the</p>	

following IWDA key stakeholders: Major Donors, domestic Trusts and Foundations, Bequestors and donor Prospects.

KEY RELATIONSHIPS

Reports to: Director of Strategy & Engagement

Internal: Strategic Engagement Team (SET), Leadership Team, Board, Volunteers and Interns, other teams internal to IWDA including Programs, Finance and Research, Research, Policy and Advocacy

External: Major Donors, Trusts, Foundations, Bequestors and Prospects

KEY RESPONSIBILITIES

1. Manage Major Donor and Trust & Foundation caseload

- Create and maintain tailored stewardship plans and giving goals, for each caseload donor, that match donor passions, interests, communication preferences and giving capacity
- Engage with donors according to each plan via email, mail, phone, events and face-to-face meetings, as appropriate
- Communicate with donors knowledgably and confidently about IWDA's programs, policy and research
- Maintain accurate donor data on DonMan database
- Facilitate donor engagement with CEO, Leadership Team and program staff
- Make appropriate donation solicitations

2. Qualify more donors as needed for the caseload

- Add new donors to caseload where needed, by 'qualifying' donors based on their giving capacity and appetite to engage relationally with you

3. Prepare donor reports and proposals

- Liaise with program and finance personnel and compile information in order to:
 - prepare donor reports that effectively demonstrate the donor impact; and
 - prepare compelling donor proposals, including submissions to Trusts & Foundations

4. Engage new donor prospects

- Selectively research and engage a small number of new donor Prospects, leveraging CEO, Board and senior staff relationships

5. Manage bequest program

- Take responsibility for organisational engagement with people who have indicated they are leaving a gift in their will to IWDA (bequestors)
- Build bequest program by identifying and welcoming new bequestors to the program

6. Work with members of Strategy & Engagement Team

- Work with other members of the Strategy & Engagement Team, including the Communications Manager, Fundraising Manager and Giving Officer, to execute fundraising appeals, process donations and organise events

7. Perform other duties as required

- Prepare reports for management that detail portfolio performance
- Devise and monitor annual budget
- Represent IWDA in public speaking events, forums and networking events

SELECTION CRITERIA

Technical Experience

Essential

1. Experience managing a portfolio of key relationships
2. Proven track record in meeting or exceeding financial targets
3. Excellent relationship development skills
4. Excellent oral and written communication skills
5. Highly developed organisational skills and attention to detail
6. Strong financial management experience, specifically in budget monitoring and management
7. Ability to work both collaboratively and autonomously
8. Experience using a CRM database

Desirable

1. Experience in, or knowledge of, the international development sector, gender and development and women's rights
2. Relevant tertiary qualification
3. Experience in proposal development and reporting

Behavioural Competencies

- Valuing Diversity
- Empowerment
- Managing Work & Quality
- Acting with Transparency
- Building Trusting Relationships
- Collaborating for success
- Learning, Improving & Adapting
- Judgement & Decision Making

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
- Support a child safe organisation and undertake a police check prior to commencement and every 3 years thereafter.

TRAVEL REQUIREMENTS

The incumbent may be required to undertake short periods of domestic travel.