

## APPENDIX A: Job Description

**Position:** Fundraising and Development Manager

**Position Type:** 3 days per week (0.6)

**Reports To:** CEO

### KEY RESPONSIBILITIES

In consultation with the CEO, the Fundraising and Development Manager is responsible for expanding Writing NSW's revenue base through planning, developing and implementing partnerships, and through fundraising and other revenue-generating activities.

Responsibilities include:

- Establish and implement a fundraising and partnerships strategy in consultation with the CEO and other team members
- Develop and manage key relationships and partnerships that contribute to the achievement of Writing NSW's strategic and financial goals
- Develop and implement a plan to increase philanthropic giving and nurture relationships with potential donors to secure major gifts and bequests
- Develop a tailored stewardship program for each partner or sponsor to ensure ongoing active communication and engagement
- Identify new partnership and sponsorship opportunities
- Manage Writing NSW's grant application process, identifying opportunities from government and other sources, preparing applications, finalising agreements, and coordinating reports and acquittals
- Plan and implement fundraising campaigns using a multi-channel approach, including annual and planned giving and innovative donor packages
- Work with other team and Board members to achieve fundraising goals and outcomes
- Maintain records and statistics related to partnership and fundraising activities
- Provide regular report to the CEO and/or Board on fundraising strategies and performance against financial targets
- Undertake other duties as required

The successful applicant will be required to comply with relevant COVID-19 safety measures which may include vaccination.