

Partnerships and Fundraising Manager

Australasian Leukaemia & Lymphoma Group

ALLG website: www.allg.org.au

Link to ALLG video: <https://youtu.be/r7AtbSQcvEU>

Part-time (3-4days negotiable) Richmond

The ALLG specialises in research that creates better treatments and better lives for those with a blood cancer. For more than 45 years our member doctors have continued to establish high impact clinical trials for their patients. The position of Partnerships and Fundraising Manager is pivotal to the continued success of the ALLG blood cancer research program. Reportable to the CEO, this position has responsibility for the fundraising objectives, and delivery of programs that will increase our engagement with support partners. Demonstrated fundraising competence is essential. Experience in negotiation with partners and stakeholder at a high level will make you a key candidate for this role. You will be a highly motivated self-starter and be proficient in your use of MS Word suite, desktop publishing and CRM platforms. Highly alert to ethical and professional standards is a must. The position is part-time (3-4days perweek), for 12months with the possibility of continuation, and in a team dedicated to research excellence in a progressive setting.

Responsibilities include:

- Design, implement and monitor fundraising strategies that increase the ALLG support base.
- Implement, monitor and report on the ALLG Philanthropy and Fundraising strategy plan.
- Identify, initiate and maintain partnerships that are revenue generating for the ALLG.
- Manage the end to end donation activities of fundraising for ALLG.
- Generate activities such as grant submissions for ALLG research and operations; maintain and grow an active pipeline of prospects.

KEY SKILLS AND CRITERIA

- Degree qualification
- Experienced fundraiser in the Not For Profit sector
- Demonstrated experience in devising and implementing fundraising communications and campaign plans
- Past success with identifying, writing, and submitting grant proposals to private and public trusts and foundations
- Excellent communication skills, including persuasive abilities, effective listening, diplomacy and tact in dealing with donors
- Hands on professional with ability to work autonomously across multiple projects
- Demonstrated experience with MS suite, Outlook, eTapestry (or similar CRM)
- High attention to detail
- Ability to review processes and suggest improvements to enhance existing methods
- Ability to work within a multi-disciplinary team environment
- Data entry and data reporting
- Understanding of medical terminology (desirable but not essential)

The ALLG as a not-for-profit organisation offers salary packaging entitlement.

To apply submit a cover letter addressing the listed key criteria above, and provide a copy of current CV.

Copy of position description available on request, contact Delaine Smith CEO ALLG. Contact details Delaine.Smith@allg.org.au and 03 8373 9701

CLOSING DATE: 9am Monday 24 June 2019
