



## **Fundraising and Partnership Manager**

### **An opportunity to make a real difference**

SecondBite is a highly respected not for profit organisation committed to making a positive difference to the community by identifying sources of quality, healthy, surplus food and produce, that might otherwise go to waste, and facilitating it's safe and timely distribution to agencies and people in need.

The Fundraising and Partnership Manager, reporting to the Executive Director, will be responsible for securing and maintaining financial partnerships and donations through innovative, targeted, fundraising initiatives and the identification and implementation of new strategic income streams. The successful applicant will have a proven record in fundraising, including; developing and driving fundraising strategies and activities as well as extensive experience in preparing innovative and professional proposals and tenders. Applicants must be able to multitask, have an exceptional attention to detail, the ability to engage a wide range of stakeholders and a strong financial acumen. Project management experience, a strong established network and outstanding written and verbal communication skills are essential.

Experience in the not for profit / charity sector as well as evidence of successful fundraising initiatives is critical. Skills in data base management, public speaking and the use of web and social media to promote fundraising activities will be viewed highly. The successful applicant will be required to provide regular reporting including project initiatives and status reports to the Executive Director, SecondBite Board and SecondBite fundraising committee.

Additional information can be accessed by calling Jenny on 0409 300031 during business hours. To apply please provide a covering letter and resume to [crediblesolutions@gmail.com](mailto:crediblesolutions@gmail.com). Applications close 13<sup>th</sup> January 2012.