



## **Position Description:**

### **Business Development & Fundraising Manager**

- **ORGANISATIONAL RELATIONSHIPS**

**Reports to:** Executive Director

**External Stakeholders:**

- Financial Donors
- Government departments
- Strategic partners
- Other volunteer agencies

- **ORGANISATIONAL CONTEXT**

SecondBite is committed to making a positive difference by sourcing quality, fresh nutritious food that would otherwise go to waste and re-distributing it in a safe and timely manner to agencies and people in need.

**Values**

SecondBite embraces the following values:

- Respect for people
- Integrity
- Honesty
- Collaboration

## **1 POSITION OBJECTIVES**

Reporting to the Executive Director, the position is responsible for securing and maintaining financial partnerships and donations through fundraising initiatives and identification and implementation of new income streams.

Specifically, the Business Development Manager is responsible for:

- Developing a fundraising plan for the organisation
- Managing the existing investor base via strong relationship management
- Acquisition and development of new funding relationships, and ongoing relationship management
- Development and implementation of fundraising strategies and initiatives
- Achieving annual fundraising goals
- Providing guidance and leadership for all staff and volunteers involved in fundraising activities
- Responsible for overseeing the successful management of internal systems and processes related to the fundraising function that will contribute to SecondBite's long-term sustainability.
- Oversee the tracking and management of financial relationships

## **2 KEY RESPONSIBILITIES**

- Execution of the fundraising plan
- Identification of, and oversight of new corporate and philanthropy partners by undertaking market research and effectively pitching SecondBite projects
- Work closely with the Executive Director and General Manager to identify appropriate projects for funding which satisfy guidelines and eligibility listed by Trusts, Foundations and corporate funds, and prepare high quality submissions
- Management of all grant submissions, tracking and acquittals
- Regular contact with foundations to understand their requirements
- Management of fundraising events
- Coordinating and steering the SecondBite fundraising committee (volunteers)
- Oversee and utilize the fundraising area of SecondBite database
- Develop a Donor Communications program to engage key stakeholders
- Meet personal KPIs set during annual reviews
- Generate bi-monthly reports for Board meetings regarding the fundraising function
- Assist with the fundraising activities for the SecondBite Future Trust
- Develop and manage a public fundraising campaign
- Networking

### 3 KEY SELECTION CRITERIA

- Extensive fundraising experience in a not-for-profit organisation
- Investor / client relationship management including selling and influencing skills
- Strong relationship skills and the ability to relate to diverse groups
- Demonstrated ability to work independently and in team
- Proven experience in writing successful grant proposals
- Project Management skills
- Experience in the planning and implementation of strategic programs
- Strong public speaking skills
- Superior written skills with outstanding attention to detail
- Competency in MS Word, Excel and database management – with an emphasis on maximising website development in the fundraising area
- High emotional intelligence and communication skills
- Time management, flexibility and self motivation
- Analytical skills
- Strong social conscious

### 4 OTHER RESPONSIBILITIES

#### **Occupational Health & Safety**

- Demonstrate commitment to occupational health and safety
- Immediately report and act on any accidents and hazards

#### **Equal Opportunity**

- SecondBite offers a work environment free of discrimination, sexual or other harassment, victimisation, and vilification and bullying  
All employees are required to:
- Respect the rights of all other employees, clients and stakeholders
- Over time develop SecondBite Staff Code of Practice
- Adhere to SecondBite policies and procedures
- Not get involved in, support, assist or encourage any form of discrimination, harassment, sexual harassment, bullying, vilification or victimisation
- Take appropriate actions to prevent discrimination, harassment, sexual harassment, bullying, vilification or victimisation from occurring in their work area
- Take appropriate steps to remedy the situation if discrimination, harassment, sexual harassment, bullying, vilification or victimisation has occurred

#### **Judgement and decision-making**

- This position is expected to work independently on a day-to-day basis and make decisions within the objectives of SecondBite and context of the position.

- **CONDITIONS OF EMPLOYMENT**

The terms and conditions of employment are as per individual contract of employment and SecondBite policies and procedures.

SecondBite employees are required to adhere to the SecondBite Code of Practice.

- **OTHER RELEVANT INFORMATION**

SecondBite:

- Is an equal opportunity employer
- Maintains a smoke free workplace