

National Fundraising Director

About Out for Australia

Our Organisation

Out for Australia (**OFA**) is an organisation that seeks to support and mentor young professionals as they navigate their way through the early stages of their career. We aim to bring the community together, to offer a supportive and nurturing environment for which people can network, build relationships and assist each other in their professional journeys.

Our People

The OFA team are all volunteers, working tirelessly to improve the lives and circumstances of aspiring LGBTQIA+ professionals across Australia. We are a diverse mix of university students, young professionals and established professionals, from a broad range of career and academic backgrounds. Anyone who is willing to work hard and make a contribution to OFA is welcome on our team, including allies. We provide a unique opportunity for people to take up leadership positions to support the LGBTQIA+ community.

Position Description

Team:	You will be part of 2 teams: <ul style="list-style-type: none">• National Business Team (reporting to the CBO)• State Team (based on the state you reside in)		
Reporting to:	CBO (Chief Business Officer)	Direct reports:	<ul style="list-style-type: none">- Fundraising Coordinator x 2- Major Donors Coordinator- Grants Coordinator
Time required:	6 - 8 hours per week		

Purpose

The National Fundraising Director is responsible for delivering the Fundraising strategy for OFA with the support of the Fundraising team. This role oversees several key objectives including: finding diverse sources of funding; reducing the risk of relying solely on corporate partnerships; and delivering on funding targets set in collaboration with the CBO and CEO. The Fundraising Director focuses on a key enablement part of OFA's Operational Plan – sourcing funding from grants, major donors, community fundraising and fundraising campaigns ensuring strong relationships so that these donors continue to give to OFA well into the future!

Responsibilities

Fundraising Leadership and Strategy (50%)

- Develop a fundraising strategy that ensures diversity of funding and revenue growth.
- Provide leadership in developing, improving and maintaining relationships with individual and corporate donors, foundations and other institutions that could support OFA's strategic objectives through financial funding.

Team Management and Leadership (30%)

- You will recruit and oversee a team of up to four team members. It is your job to ensure that each team member is correctly carrying out their duties and that their respective relationships are tracking well by:
 - tracking each team member's progress against designated milestones;
 - providing final sign off on new contracts with our partners (in conjunction with OFA's Risk & Compliance Team);
 - providing guidance or any other ad hoc support to any members who require assistance or are not meeting their milestones; and
 - tracking progress against goals and redirecting the team as required or escalating roadblocks/issues as required.
- Chairing meetings as required to collaborate (every two or three weeks with Business Development Team).
- Creating and implementing processes to enable the business team to achieve its goal.
- Recruiting additional team members as required.

Reporting (10%)

- Small volume of reporting on the business development function or projects being undertaken, to the CBO and the CEO (and the Board as required by CEO) on a monthly basis or as required.

General volunteer expectations (10%)

- Undertake an OFA volunteer induction and role onboarding.
- Understand and implement OFA's strategy, vision and mission.
- Uphold our volunteer code of conduct.
- Assist with initiatives as required.

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Key skills and experience

We require

- Passion for supporting LGBTQIA+ young people to be their authentic selves at work.
- A positive, 'can-do' attitude with a willingness to learn and upskill.
- Sound interpersonal communication skills.
- The ability to adapt to different peoples working styles for harmonious collaboration.
- Effective time management, highly reliable and sufficient time to volunteer with OFA.

We desire

- Strong capacity for strategic and analytical thinking.
- Experience in building and maintaining strong relationships.
- Demonstrated skills in people management.
- An ability to understand and analyse data.
- Experience crafting and implementing a strategy and roadmap.
- Active participation in the OFA mentoring program.
- Experience volunteering in the LGBTQIA+ community.
- Background in or knowledge about business development.

What you will get out of your role

- Give back to your community and support LGBTQIA+ people in the formative stages of their careers to be their authentic selves in the workplace.
- Build community relationships and extend your personal and professional networks.
- The opportunity to meet a wide variety of people within the community and to forge genuine connections.
- Be a part of a welcoming and fun volunteer community.
- Develop and practise your leadership skills in a supportive and empowering environment.

How to apply

To apply, you should email cbo@outforaustralia.org and ceo@outforaustralia.org, copying recruitment@outforaustralia.org and attaching the following:

- Cover letter of no more than one page.
- Current resume/CV.
- Any other relevant supporting information that will assist in your application.

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Please use the Email Subject: Application - National Fundraising Director (Your Name)

If you have any accessibility or other needs, we invite you to get in touch so that we can discuss the best way for you to submit an application. Please also let us know your preferred method of communication – we will default to email unless we hear otherwise.

If you have any questions about the role, please contact cbo@outforaustralia.org.

Applications accepted on a rolling basis until filled.

We strongly encourage people with lived experience as a Bla(c)k and/or Person of Colour and/or Person with a Disability/Disabled person and/or a neurodiverse person and/or people of marginalised genders to apply for this volunteer position.