

Position Description

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| TITLE: | Philanthropic Services Manager | STATUS: | Part Time 0.8 FTE, 12 month parental leave role |
| LOCATION: | FRRR Head Office 66 Garsed Street, Bendigo Other location negotiable | REPORTS TO: | Chief Executive Officer |

ABOUT FRRR

FRRR is a charitable foundation, built on partnerships between philanthropy, community, government and business. We create innovative funding mechanisms to help communities to respond positively to change and build social and economic wealth in rural and regional Australia.

Our mission is: To champion the economic and social strength of Australia's regional, rural and remote communities through partnerships with the private sector, philanthropy and governments.

We achieve this by:

1. Grant-making: Providing grants to not-for-profit community organisations
2. Enabling: Building capacity by supporting the development of regional community foundations, and sharing expertise in grant-making and grant-seeking through training programs. We also help non-DGR NFPs to fundraise, by receiving funds on their behalf for an agreed purpose; and
3. Influencing: Sharing our insights into rural, regional and remote communities and advocating for them as appropriate.

Our core values centre around collaboration and constant improvement. We aim to support community groups and empower them by sharing our expertise, and the experience of others.

We have created a dynamic, flexible and supportive work environment. FRRR is an Equal Opportunity employer. FRRR is committed to protecting the health, safety and well-being of all employees. To achieve this FRRR strives to ensure that employees are not required or permitted to undertake work for which they are not suited and take appropriate measures to allow work to be done in a manner which will not put any person at risk to their health and safety. As such, new incumbents to this role will be required to complete a Pre-existing Injury Declaration relating to the job requirements.

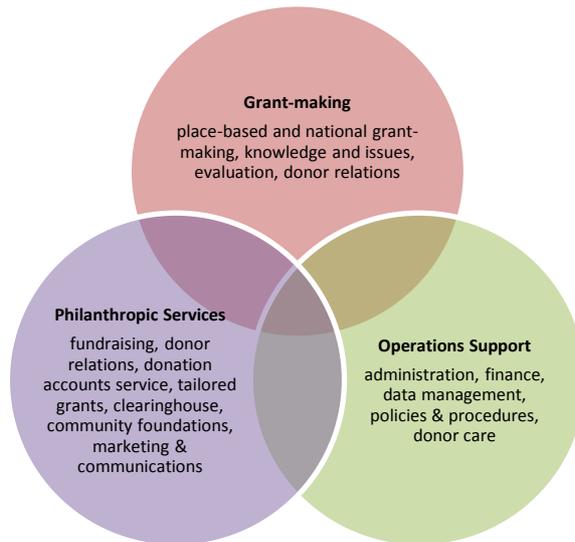
PURPOSE AND RESPONSIBILITIES

FRRR has a unique and important role in the philanthropic sector, as the only organisation dedicated to building the social capital and economic resilience of rural, regional, remote communities via its special Item 1 DGR listing in the Tax Act. This listing enables FRRR to receive funds from any entity and redistribute those funds to any entity regardless of their tax status, for activities with charitable purposes and which are consistent with FRRR's purposes.

Our unique tax status makes us an important Australian Taxation Office (ATO) approved conduit for philanthropic funding to rural, regional and remote areas of Australia. FRRR is an approved conduit funding body and therefore can accept grants and donations for organisations and projects which have been approved by FRRR.

The Philanthropic Services Manager holds an important role in enabling communities to fundraise via FRRR and facilitating the philanthropic sector to have deeper and greater reach into rural, regional and remote communities. The role operates within a broader team, illustrated below.

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The key responsibilities of the role are to:

- Effectively manage the operations of the Philanthropic Services, including liaising with:
 - Communities wishing to fundraise via FRRR's Non Profit Fundraising Accounts
 - Donors wishing to give via Giving Sub Fund Accounts
 - Community Foundations wishing to give and raise funds via Community Foundation Accounts
- Effective governance of these Accounts, financial management and controls, reporting, and evaluation of Accounts in relation to individual account outcomes and impacts and the broader reach and effectiveness of the service against FRRR's purposes;
- Develop and grow the philanthropic services including branding, awareness, ease of access, and increased capability and capacity of communities to self-direct and achieve improved outcomes for communities;
- Identification, exploration and development of new services including Fee for Service work with funders and those with an interest in giving to rural, regional and remote Australia;. This includes market research, testing feasibility, positioning of new services, and growth of these with the CEO.
- Continuous learning and knowledge development of trends and best practices in the philanthropic sector and dissemination within the FRRR team;
- Effectively manage the operations of FRRR's Tailored Grants program, including liaising with donors interested in utilising FRRR's tax status and charitable purposes to support specific projects in rural, regional and remote communities and liaising with communities in their applications, grant agreements and acquittals; and
- Act as FRRR's liaison with Community Foundations including maintaining a positive and constructive relationship with Australian Community Philanthropy, linking the Community Foundations sector with FRRR's Philanthropic Services Accounts and helping to promote and profile the sector.
- Support the CEO in FRRR's role as Chair of Philanthropy Australia's Rural Funders Group.

FRRR's success depends on strong relationships with grant applicants, industry stakeholders and with donors. A key responsibility of the Philanthropic Services Manager will be to effectively manage and sustain those relationships, as well as develop new partnerships. This may require the Philanthropic Services Manager to represent the organisation publicly, from time to time.

As a senior leader in the organisation, the role must also support the CEO in generally executing on the Foundation's mission. This will include taking all opportunities to understand the needs and opportunities in rural, regional and remote Australia to inform our programs and services, ensure effectiveness, deliver philanthropic services that are innovative and relevant, which meet identified needs and will achieve positive impact. In addition, it will mean working closely with others in the team to support fundraising activities, including supporting grant applications, identifying new partners, and negotiating partnership renewals.

Key Result Areas

The performance of the Philanthropic Services Manager will be assessed around seven key result areas:

1. Management and growth of Giving and Fundraising Account service
2. Development and growth of fee for service and Tailored Grants offering
3. Stakeholder Relationship Management
4. Financials – Funding and Budget Management

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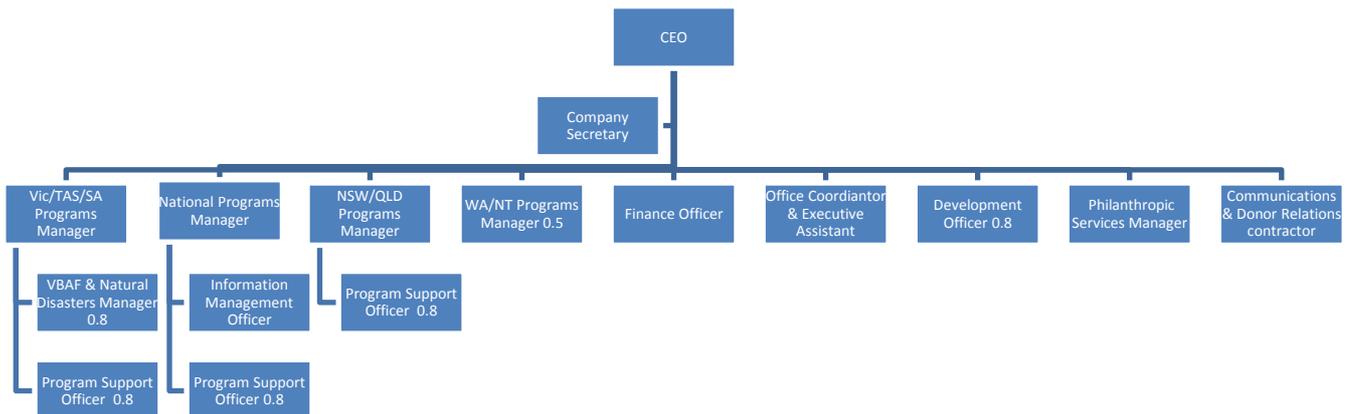
5. Knowledge development, evaluation and continuous improvement
6. Profile and Reputation Management
7. Teamwork

Key activities, targets and performance measures will be set annually and reviewed half-yearly.

WORKING RELATIONSHIPS

This role **reports to the CEO**. However, it **works closely with all State and National Programs Managers** on grant programs and operational issues, will work in close collaboration with the **Donor Relations & Development team**, the **Communications Consultant**, and will work closely **with the Administrative Support team**, providing and requesting input, advice and support as required. On a day to day basis, the role will **liaise with key stakeholders**, including donors, industry colleagues, community groups and grant/account applicants. From time to time, the Philanthropic Services Manager may need to **interact with the Board**.

An organisation chart is included below, illustrating the location of the role within the broader team. Whilst there is no direct report to the role, it is supported by the Office Coordinator approximately one day per week, the Communications Consultant and Information Management Officer, Development Officer and Program Support Officers.



QUALIFICATIONS AND SKILLS REQUIRED

To be successful in this role, the following skills are:

Essential:

- Up-to-date understanding of the philanthropic sector, giving structures, and the giving landscape both in Australia and overseas.
- Demonstrated understanding of FRRR's unique charitable tax status and the parameters of its use, e.g. charitable purposes in the areas of health, social welfare, education, environment, arts and culture and economic development (recognising the strong link between sustainable communities and economic prosperity) in rural, regional and remote Australia.
- At least 5 years' experience in philanthropy, and/or in business development and client services roles.
- Ability to think strategically but also effectively manage the detail.
- Proven ability to manage complex competing priorities, meet timelines and an ability to thrive in a fast-paced, deadline driven, and dynamic environment.
- Excellent administrative and organisational skills.
- Project planning and management experience: Ability to develop, document, refine and follow processes implementing continuous evaluation and improvement.
- Strong interpersonal skills and demonstrated capacity to develop relationships, negotiate, and work constructively with a diverse spectrum of stakeholders including rural community members, non-profit organisations, governments, and philanthropists.

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- Advanced literacy and numeracy skills, advanced proficiency in the English language (both written and oral), with the ability to produce high quality executive reports.
- Ability to work autonomously and with initiative, demonstrating strong attention to detail, discretion and confidentiality.
- Intermediate skills in the Microsoft Office suite.
- A current driver's license and the ability to travel as required.
- A current national police check

Desirable:

- Tertiary or equivalent qualification in Business, Philanthropy, or Humanities
- Minimum 5-7 years relevant experience.
- Experience working in or with rural, regional and remote communities.
- Demonstrated interest in regional issues.