



Fundraising, communications and events manager

Purpose

This position leads development and implementation of the fundraising and communications plan.

The FCE manager grows the income of TSA, builds the reputation and profile of TSA within the community, and manages all activities associated with fundraising.

This role is the second staff member of TSA and this reflects how important fundraising growth is to the future success of TSA.

Key relationships and reporting structures

The FCE Manager reports directly to the General Manager. Future staff and volunteers may report to the FCE Manager. The FCE Manager ensures good communication and collaboration with the TSA Committee, volunteers, key suppliers and TSA staff.

Leadership

- Ensures that the TSA Fundraising and Communications Plan is developed and implemented.
- Collaborates with the General Manager in the development of program, operational and financial plans.
- Collaborates with the General Manager and the Committee in the development and revision of policies and procedures related to fundraising, communications and events
- Represents the position and views of the TSA to all relevant internal and external stakeholders in a way that enhances the reputation of the organisation.
- Identifies and establishes productive working relationships with relevant government, private, and not for profit organisations and agencies.
- Identify areas for volunteer involvement in TSA, recruit and manage volunteers to make high quality contributions to the work of TSA.
- Reports regularly to the General Manager including tracking work to approved plans and budgets.

Fundraising

- Manages and delivers TSA's fundraising plan, including all campaigns and events.
- Is responsible for TSA's community fundraising process.
- Manages community fundraising activities by working with fundraisers to achieve their goals
- Plans and delivers TSA run fundraising campaigns and events
- Manages and grows relationships with TSA's donors
- Manages and grows relationships with corporate sponsors
- Develop and deliver TSA's grant strategy, aiming to secure funding for TSA projects through government and philanthropic grants



Communications

- Producing fundraising articles for the TSA magazine, *Reach Out*, and TSA's online publications
- Work with the General Manager with TSAs communications, including Reach Out, email newsletters, website content and social media
- Work with the General Manager to engaging with the media to further TSAs objectives.

Events

- Work with the General Manager to execute TSA's educational and peer support events
- Be involved in event planning, volunteer recruitment and event execution

Requirements of the Role

- Proven successful fundraiser
- Persuasive and informative writer, presenter and positive interpersonal communicator.
- Highly flexible and willing to adapt to working in a small organization
- Proven ability to successfully and independently deliver
- Proven ability to work autonomously and within a team environment.
- Strong information technology skills
- Availability to travel for events, meetings and to support community fundraising

Desirable

- Understanding of families living with a disability or chronic health condition.
- Experience with health related causes and organisations would be desirable.
- Experience with grant seeking

Work hours and location

The role will be part time, at approximately 20 hours per week. Initial 12 month fixed-term contract with possibility of permanent. Days and hours worked are negotiable and the role may suit a working parent.

The FCE manager will work from home in the Orange area or from the home office of Clare Stuart in Central Orange (TSA General Manager).

Some travel for meetings and events is expected and this can be negotiated with successful applicants.

To apply, or for more information

Clare Stuart, clare@tsa.org.au or 0410 685 181.