



## **Fundraising Manager**

- Three year contract (21hpw)
- Liverpool base combined with WFH
- Community Legal Centre incorporating domestic and family violence services
- Flexible work conditions, PBI salary packaging to increase take-home salary, 5 weeks' annual leave plus leave loading (pro rata for part-time), additional leave during Christmas closure

We are seeking a fundraising specialist who also has a passion for social justice, for this new role. Reporting to the CEO, you will use your skills and experience to make a transformative impact on our capacity to meet increasing demand for our services. The ideal applicant will have outstanding networking and communication skills and a demonstrated ability to use a strategic approach to developing a philanthropy and fundraising program; business development experience would also be highly regarded.

This role will suit applicants who embrace the opportunity to build a philanthropy/ fundraising strategy from scratch (mostly grants, major gifts, corporate partnerships, trust, foundations and occasional events). Projects in the first year may include: collaboration with the Communications Manager to choose and set up a database (CRM software), write a fundraising strategy, strategic networking with philanthropists and foundation managers, development of a grants calendar and grant writing, and major donor research.

### **About South West Sydney Legal Centre**

South West Sydney Legal Centre (SWSLC) is a not for profit, community legal centre. We deliver legal services to facilitate access to justice for disadvantaged people in South West Sydney including specialised legal services for victim-survivors of domestic and family violence (DFV). We also provide information, court support, referral and casework to victim-survivors of DFV through government funded DFV services. Our DFV services cover local government areas in South West Sydney and Central Sydney.

SWSLC uses a multidisciplinary model bringing together lawyers, social workers, and community workers to provide trauma-informed, client-centred and culturally safe legal assistance and DFV support services to clients. Services are provided through phone support and face-to-face services in our offices, at courts and through outreach services and community engagement. SWSLC has offices in Liverpool, Bankstown, Smithfield and Sydney.

### **About the role**

The Fundraising Manager will be based at our Liverpool office; a flexible approach to working from home and the office will be considered during and after the probation period – work from home during local lockdowns. You will be reporting to the CEO.

The successful applicant will have at least five years' experience in fundraising and related roles and ideally a tertiary qualification in a field related to journalism, media, communications, public relations, business, sales, fundraising, social impact or marketing. An ability to work autonomously and handle competing priorities is essential.

You will be able to demonstrate your confidence and previous success in executing fundraising strategies, and you will know how to maximise the influence of the CEO and leadership team in supporting those strategies. In addition, you will have the experience and skills to work collaboratively with the Communications Manager to develop content of interest to donors and grantmakers.

Digital competence is also a key requirement – for example, you will be confident using your digital skills in using CRM databases for donor management, communication and reporting, and you will have experience using fundraising/donation software for one-off or regular online donations and for campaigns.

Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

**Closing Date:** 9am Monday 8<sup>th</sup> November 2021

**Contact Person:** Enquiries about the role should be emailed to Yvette Vignando, CEO  
[yvette@swwslc.org.au](mailto:yvette@swwslc.org.au)

The preferred applicant will be required to undergo a Working with Children Check and a National Police Records Check.

**How to apply for this position:**

1. Visit our website <https://swwslc.org.au/contact/work-with-us/> for a copy of the position description, essential and desirable criteria and instructions on how to apply.
2. Send your covering letter, resume and a document detailing how your skills and experience meet the essential and desirable criteria, to Alison Shave: [alison@swwslc.org.au](mailto:alison@swwslc.org.au)
3. **Please address the essential criteria in full. Applications that do not address the essential criteria will not be considered.**



**SOUTH WEST SYDNEY LEGAL CENTRE INCORPORATED**

ABN: 91991317875

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**Fundraising Manager**  
**Part-time three days per week**

Dear Applicant,

Thank you for your interest in the position of Fundraising Manager. This package encloses the information you require to apply for the position.

**Our Organisation**

South West Sydney Legal Centre (SWSLC) is a not for profit, community legal centre. We deliver legal services to facilitate access to justice for disadvantaged people in South West Sydney including specialised legal services for victim-survivors of domestic and family violence (DFV). We also provide information, court support, referral and casework to victim-survivors of DFV through government funded DFV services. Our DFV services cover local government areas in South West Sydney and Central Sydney.

SWSLC uses a multidisciplinary model bringing together lawyers, social workers, and community workers to provide trauma-informed, client-centred and culturally safe legal assistance and DFV support services to clients. Services are provided through phone support and face-to-face services in our offices, at courts and through outreach services and community engagement. SWSLC has offices in Liverpool, Bankstown, Smithfield and Sydney.

**Fundraising Manager**

The Fundraising Manager will be based at our Liverpool office; a flexible approach to working from home and the office will be considered during and after the probation period – work from home during local lockdowns. You will be reporting to the CEO. This is a new role that will work collaboratively with another new role of Communications Manager.

The successful applicant will have at least five years' experience in fundraising and related roles and ideally a tertiary qualification in a field related to journalism, media, communications, public relations, business, sales, fundraising social impact or marketing. An ability to work autonomously, handle competing priorities and set and achieve targets is essential

Digital competence is also a key requirement – you will be confident using your digital skills in fundraising and in using a CRM database and you will have the ability to work collaboratively with the Communications Manager to develop content that will support your fundraising and philanthropic strategies.

You will be able to demonstrate your confidence and previous success in executing fundraising strategies, and you will know how to maximise the influence of the CEO and leadership team in supporting those strategies. Your strengths will include donor and foundation research, grant-writing, major gifts, and working with trusts, foundations, PAFs and corporate partners. You will be able to demonstrate that you have a good knowledge of the Australian philanthropic environment.

**Aboriginal and Torres Strait Islander people are strongly encouraged to apply.**

The preferred applicant will be required to undergo a Working with Children Check and a National Criminal Records Check.

Please see the **position description** and the **essential and desirable criteria** further down in this document.

## HOW TO APPLY

1. Read the Position Description and Essential and Desirable Criteria below.
2. Your application should include a covering letter, a resume and an additional document addressing the Essential and Desirable criteria.

The covering letter needs to include:

- The position you are applying for;
- Your current contact details; and

Your resume should detail:

- your employment history including dates and a brief statement of duties for previous roles; and
- your education history.

Your additional document should clearly explain:

- how your skills and experience meet each listed criteria;
- Applications that do not address **ALL of the Essential Criteria** will not be considered.

You should also ensure you are able to later provide contact details for two professional referees (at least one current or previous line manager).

3. Please send written applications to [alison@swwslc.org.au](mailto:alison@swwslc.org.au).

**CLOSING DATE:** 9am Monday 8<sup>th</sup> November 2021

**CONTACT PERSON:** Enquiries related to the role should be emailed to Yvette Vignando, CEO: [yvette@swwslc.org.au](mailto:yvette@swwslc.org.au)

Yours sincerely,

Yvette Vignando  
CEO

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## POSITION DESCRIPTION

|                     |                                |
|---------------------|--------------------------------|
| <b>Position:</b>    | Fundraising Manager            |
| <b>Accountable:</b> | CEO                            |
| <b>Location:</b>    | Liverpool                      |
| <b>Status:</b>      | Part-time, three days per week |

Working in a community legal centre that incorporates domestic and family violence services, the Fundraising Manager is responsible for planning and executing the fundraising and philanthropy strategies of the organisation.

### Responsibilities

#### General

1. Collaborating with the finance team and the Communications Manager to choose a suitable CRM (database) and to input and organise information in the database. Collaborating with the finance team and the Fundraising Manager to ensure effective integration between the CRM and Xero. Using the CRM to record information that will support your fundraising strategies
2. Working collaboratively with the CEO, the leadership team and the Communications Manager on fundraising and philanthropy to achieve relevant strategic and operational goals. In the 2021-24 strategic plan, a key goal is to increase the organisation's revenue and in-kind support to deliver services to more people
3. Ensuring that all fundraising and reporting activities comply with privacy laws and regulations and relevant conditions of any grants

#### Fundraising, Philanthropy and In-kind support

1. Developing, implementing and regularly revising a fundraising and philanthropy strategy
2. Setting income targets in agreement with the CEO and successfully implementing strategies that achieve them
3. Grants: preparing an annual grants calendar and writing grant applications
4. Philanthropists, foundations, PAFs, corporate trustees: researching and networking to identify and develop opportunities for significant donations towards SWSLC's work
5. Fundraising events: plan and manage any fundraising or donor stewarding events and collaborate with the Communications Manager to promote and/or invite attendance
6. Acquittals and reports: preparing grant acquittals - reports to donors and financial reporting - in collaboration with the CEO, the finance team and relevant leadership team members.
7. Corporate partnerships: researching and networking to develop strategic corporate partnerships to generate fundraising income or in-kind support for SWSLC. Facilitating strategic involvement of the CEO or leadership team members to support partnership development
8. Pro bono partners and volunteers: assisting the CEO and leadership team as required, to maintain excellent relationships with existing and new pro bono partners and volunteers.

### Common functions and responsibilities

1. Remaining generally informed about policy and social issues related to the work of SWSLC
2. Undertaking training to develop and maintain skills and qualifications necessary to effectively fulfil your position
3. Maintaining a working familiarity with office equipment and software
4. Attending and participating actively in meetings, staff appraisals and SWSLC planning activities,
5. Undertaking your own administration
6. Working collaboratively with other staff by sharing skills, resources, projects and ideas
7. Respecting and working within the codes of behaviour, policies and procedures and values of SWSLC
8. Encouraging and maintaining an atmosphere of harmony and wellbeing in the workplace by promoting and observing ethical practices and professionalism

### **ESSENTIAL AND DESIRABLE CRITERIA**

#### **Essential Criteria**

1. Five or more years' experience in fundraising and related roles and ideally a tertiary qualification in a field related to journalism, media, communications, public relations, business, sales, fundraising, social impact or marketing
2. Demonstrated experience and success developing and executing a fundraising strategy; the confidence and ability to develop and implement a strategy from scratch
3. Demonstrated ability to strategically choose, set up and use fundraising/donation software used for one-off or regular online donations and for campaigns. Demonstrated ability to collaborate with a finance team to ensure smooth integration between fundraising software and an organisation's finance system
4. High level digital competence and computer literacy; demonstrated experience and success using technology in fundraising
5. Experience setting up and/or using CRM databases for donor management, stewardship and extraction of relevant reports
6. Experience writing grant acquittals (on financial and program outcomes) and reports to donors
7. Outstanding written and verbal communication skills including the ability to inspire and influence, a high level of emotional intelligence, an expertise in strategic networking and in stewarding donors
8. Self-motivated, with the ability to work autonomously at the same time as working collaboratively with key staff to achieve fundraising goals
9. Commitment to social justice, specifically the vision and purposes of SWSLC that are articulated in its strategic plan

#### **Desirable Criteria**

1. Experience planning and managing fundraising events or challenges; online or in-person