

# Position Description: General Manager Strategic Partnerships and Fundraising

## About the role

The General Manager - Fundraising will strategically diversify and grow PCYC NSW's revenue to support the delivery of our work empowering young people.

Specifically, the General Manager - Fundraising underpins the capability of PCYC NSW to deliver social impact to young people across NSW by developing and implementing a fundraising strategy and delivering specific fundraising programs relating to corporate partners, the NSW Police, fundraising events, the lottery, community partners and individuals.

## Key accountabilities

### Strategic

- Developing and delivering the PCYC NSW Fundraising Strategy.
- Identify and prioritise key revenue streams.
- Build on existing revenue streams, particularly strategic corporate partnerships, community events, workplace giving (through the NSW Police force), the PCYC Lottery and annual campaigns.
- Developing existing and new fundraising products, initiatives and events.
- Acquisition of new and retention of existing supporters.
- Support the CEO, Board and Executive team in terms of their fundraising networks and activities.
- Donor relations and management.

### Leadership

- Oversee the day-to-day operations of the Fundraising Team to ensure that the staff are enthusiastic, productive, committed to achieving PCYC NSW's objectives and meeting key revenue targets; including recruitment /selection performance management, training & development of staff.

### Financial Planning and Budget Management

- Create annual budgets and projections for consideration and approval by the PCYC NSW CEO and Board.
- Accurate income and expenditure budget planning and management
- Conduct regular data analysis and report on financials and the cost of fundraising

### General

- Ensure safe work practices and a safe work environment is maintained at all times in accordance with the PCYC Health, Safety and Environmental Management Plan
- Commitment to ongoing organisational improvement for the pursuit of excellence
- Being helpful, respectful, approachable, and team oriented, building strong working relationships and a positive work environment
- Adhere to the PCYC Code of Conduct
- Compliance with the PCYC Child and Youth Risk Management Strategy to ensure the safety and wellbeing of children and young persons who use our services

Qualifications and experience
<ul style="list-style-type: none"><li>• Minimum 3 years' experience developing and implementing effective fundraising programs, products and initiatives.</li></ul>

- Demonstrated success in building corporate partnerships.
- Demonstrated success in securing grants or major donations from philanthropic bodies, government, major donors and the corporate sector.
- Ability to work effectively in a team, with a friendly, positive, can-do attitude.
- Highly motivated self-starter with an ability to prioritise tasks, forward plan, meet deadlines and deliver results.
- Excellent interpersonal, written and verbal communication skills.
- Genuine commitment to the mission and values of PCYC (NSW).

#### Key attributes

- Consistent with PCYC values and behaviours;
- Initiative and self-motivation;
- Results focused;
- Analytical and problem solving ability;
- Communication (verbal and written) skills;
- Capacity to build and sustain respectful professional relationships;
- Personal leadership;
- Behave in a way that contributes to a workplace that endorses diversity and is intolerant of discrimination, harassment and bullying behaviour.