



POSITION TITLE:	Fundraising Manager Part time: 3 days per week
LOCATION:	Haemophilia Foundation Australia, 1624 High St, Glen Iris, Victoria 3146
TENURE:	12 months, with a view to becoming permanent

1. Background

Haemophilia Foundation Australia (HFA) is the national peak body which represents people with haemophilia and related inherited bleeding disorders.

HFA has a 30 year history with a strong reputation for meeting the needs of the bleeding disorders community through well developed and successful stakeholder relationships with community organisations, government and industry. HFA is funded by individual and corporate donations, sponsorship, philanthropic trusts and government grants.

HFA has relied on a small but loyal donor base for support, but is under increasing financial pressure to develop and convert new opportunities to increased revenue. The HFA Board has adopted a strategic fundraising plan that aims to strengthen HFA's financial base and assure future sustainability and capacity to meet core objectives and special projects.

The HFA Council is supported by a small staff of 4.9 EFT in an office in Glen Iris. HFA works closely with State/Territory Haemophilia Foundations to support local activities and is involved in international projects to improve care and treatment to the bleeding disorders community through its work with the World Federation of Hemophilia.

The Fundraising Manager is responsible for the individual giving program and works alongside the part time Development Manager who is responsible for trusts and foundations, corporate support, community awareness, events and planned giving. Both report to the Executive Director.

The Fundraising Manager will be an experienced fundraising professional with accountability for implementing the HFA strategic fundraising plan, in collaboration with the HFA team. This is a "hands on" role with some limited support from the part-time Administration Assistant who maintains the database.

2. Key Responsibilities

- implement HFA strategic fundraising plan
- analyse donor behaviour, understand trends, prepare reports
- develop and implement individual direct mail appeals from start to finish
- maintain and increase regular giving conversion
- undertake donor care and supporter communications
- develop and implement acquisition plans

3. Selection Criteria

- at least 3 years experience as a fundraising professional
- interest and/or experience with digital and on line communication tools and social media technology
- excellent interpersonal and communication skills
- strong writing skills
- well-developed project management and coordination skills, and ability to work on and prioritise a range of tasks

- competency with fundraising database software - Donor Management software preferred
- initiative, self-motivated, ability to meet deadlines
- proven well rounded experience in fundraising in a not for profit organisation
- ability to work in a small team environment, as well as independently

4. Conditions of Employment

- the position is for 3 days per week and is subject to a satisfactory performance review after the first three months
- HFA provides a flexible and supportive work environment
- police check will be required
- salary package will be negotiated (including superannuation and allowable ATO fringe benefits)

5. To apply

Visit www.haemophilia.org.au for a Position Description or contact Executive Director, Sharon Caris on 03 9885 7800.

A curriculum vitae and a covering letter addressing each of the selection criteria must be received by Monday 13 February 2012 via email or post to:

Sharon Caris
Executive Director
Haemophilia Foundation Australia
1624 High Street Glen Iris Victoria 3146

Tel 03 9885 7800

Email: scaris@haemophilia.org.au