



National Fundraising Manager

(Paid Role)

What is it?

The United Nations Association of Australia (UNAA) is looking for a new professional *National Fundraising Manager* to assist with the crucial diversification, expansion and modernisation of our fundraising efforts. The chosen candidate, with a strong fundraising track record, will have the opportunity to work in this specialist role reporting to the National Executive Director. As part of the wider United Nations system and one of Australia's leading international affairs NGO's, the UNAA works to inform, inspire and engage all Australians regarding the work, goals and values of the UN to create a safer fairer and more sustainable world. Learn more about the UNAA at www.unaa.org.au.

Who can apply?

This role is open to all experienced fundraising professionals. The successful candidate will likely have 5-10+ years of experience in charitable fundraising with a demonstrably strong track record of success.

What is involved?

The UNAA is looking to recruit a strong, fast and professional Fundraising Manager in the National Office as the organization seeks to increasingly rapidly diversify its core funding away from diminishing Australian Government Department of Foreign Affairs at Trade (DFAT) sources into alternative donation pools. With all options on the table this includes corporates, high net wealth individuals, philanthropic foundations, bequests, regular giving, event sponsorships and others you will be able to flexibility



to develop an innovative and modern fundraising capability. Due to our unusual position in the Australian charity landscape the UNAA utilises a DGR auspicing relationship.

The role will be based in the UNAA's national office in Canberra, or remotely in Sydney or Melbourne depending on the candidate. The UNAA group is largely decentralised with employees and volunteers based all over Australia.

Applicants should possess strong fundraising experience, be self-starters able to work semi-autonomously, energetic, innovative, have high levels of integrity, able to maintain discretion on sensitive issues and a willingness to work on all manner of fundraising related matters.

When is it?

This role will be filled when a suitable candidate(s) is found. Application are now open. This is an ongoing role with an expectation that the candidate will be able to commit to the role for at least twelve (12) months.

This four day per week role will initially be for a 6 month trial period with extension dependent on fundraising targets being met. A bonus mechanism will also be considered to further incentivize achievement of direct attribution fundraising goals.

How do I apply?

1. Read the position description below.
2. Send a written expression of interest (cover letter) with your CV to admin@unaa.org.au. Include the subject line "UNAA National Fundraising Manager 2017 Application". Include a link to your LinkedIn profile where possible.

APPLICATIONS OPEN 10 May 2017 (and will remain open until filled, which will be indicated by this job listing being removed from www.unaa.org.au/volunteer)

ONLY SHORT LISTED CANDIDATES WILL BE CONTACTED – Due to the number of application we receive we regret that we are unable to provide feedback on individual applications.

For any more information please contact admin@unaa.org.au.



POSITION DESCRIPTION

Position name:

UNAA National Fundraising Manager

Location:

The UNAA National Office

Office 206, Griffin Centre, 20 Genge St. Canberra City, ACT 2601 Australia

Alternatively, flexibility exists if you wish to work remotely.

Contribution:

Four days per week

Direct report:

This role reports directly to the UNAA National Executive Director.

Responsibilities:

Launching and leading a professional fundraising capability aimed towards private sources. Responsibility to meet fundraising targets.

Tasks may include, but are not limited to:

- Developing a new fundraising strategy for the UNAA
- Identifying, prioritising, pursuing and converting target donors
- Rapidly innovating, developing and maintaining a donor/partner CRM
- Writing grant applications and acquittal reports

Selection criteria

- Proven and relevant fundraising experience
- Excellent written and oral communication skills
- Strong organisational and interpersonal skills
- Willingness to travel domestically to meet and convert potential donors
- A strong familiarity with, or willingness to learn software systems that include but are not limited to (G-suite, Microsoft office suite, Xero, Salesforce for non-profits, Nationbuilder, Slack)



- Initiative and the ability to consider solutions creatively
- Ability to be a self-starter that takes personal initiative and requires minimal management control
- Ability to work professionally and constructively with all the UNAA's diverse stakeholders of varying levels of talent, experience, age and background within the rapidly reforming and modernising organisation.
- Commitment and passion for the UNAA's charitable mission
- An interest in international affairs

Benefits

This position will allow the successful candidate to:

- Work as the National Fundraising Manager in the UNAA National Office. A leading part of the UN family in Australia.
- Competitive remuneration
- Workplace flexibility based primarily on achieving funding outcomes
- Build your resume and gain experience working for an internationally recognised brand and NGO
- Learn about the work of both the UN and UNAA
- Gain a greater real world understanding of government and international affairs
- Develop relationships from a unique perspective with a network of talented volunteers and qualified professionals internally and externally in government, academia, business and the community.