



POSITION DESCRIPTION

JOB DESCRIPTION

Job Title:	<i>Engagement and Development Manager</i>
Job Type:	<i>P/T Estimated 3 days a week</i>
Department/Location:	<i>131-133 Hawthorn Road, Caulfield Junction 3161</i>
Manager/Supervisor:	<i>Part of a leadership team reporting directly to the President and Vice President.</i>

The Organisation

NCJWA Vic is driven by a commitment to championing the rights and empowerment of women and girls. Our existence is dedicated to creating meaningful change through impactful programs and advocacy initiatives that address the unique challenges faced by girls and women. By fostering equality, diversity, and inclusivity in the community and society in general, we envision a world where every woman, irrespective of background, can live up to her full potential.

Role

The Engagement and Development Manager is responsible for cultivating stakeholders' relationships, enhancing community engagement, and securing funding opportunities. This role focuses on building partnerships, managing outreach initiatives, and ensuring sustainable growth for NCJWA Vic. The Engagement and Development Manager leads grant management, fundraising, event management, partnerships and collaborations. The role has one direct reports (P/T)- grants writer.

KEY DUTIES/RESPONSIBILITIES

LEADERSHIP

- Responsibility for significantly enhancing the NCJWA Vic profile across all media platforms and through the exploration of all possible partnership opportunities.
- Providing significant direction and support to direct reports and collaborating with the leadership team and Board.

STAKEHOLDERS AND PARTNERSHIPS

- Develop and maintain strong relationships with donors, philanthropic organisations, community organisations, and key stakeholders.
- Represent the organisation at events, meetings, and networking opportunities to enhance visibility and partnerships.
- Develop engagement strategies to strengthen supporter relationships and encourage ongoing involvement.
- Coordinate participation in UJEB batmitzvah program and collaborative Accelerator program with LaunchPad.

FUNDRAISING AND GRANTS

- Identify and pursue funding opportunities, including grants, corporate sponsorships, and philanthropic support.
- Develop compelling proposals and pitch materials to secure new funding and partnerships, in conjunction with the leadership team as appropriate.
- Collaborate with the Development Committee to set and achieve fundraising goals.
- Implement fundraising strategies as directed by the Development Committee.
- Maintain accurate records of donor interactions and contributions.
- Monitor and report on engagement metrics and fundraising progress.
- Grants
 - Report on grants progress to the Development Committee
 - Create and maintain a calendar of grants to support the operations of NCJWA Vic.
 - Maintain a calendar of acquittals for grants.

EVENT MANAGEMENT

- Establish and oversee and a volunteer events committee.
- Plan and execute community engagement events and campaigns.
- Identify sponsorship opportunities for events and initiatives.

- Work together with the Marketing Coordinator to promote the organisation's mission and impact.
- Ensure consistent and contemporary branding for all NCJWA Vic collateral.
- Plan and oversee fundraising and stakeholder engagement events.
- Build and manage relationships with event partners and suppliers.

DEVELOPMENT COMMITTEE SUPPORT

- Provide administrative support to the Development Committee including:
 - Prepare, compile and distribute Development Committee papers.
 - Keep the minutes of the Development Committee meetings.
- Lead the writing of the yearly Impact report and all the marketing supporting materials for the AGM.

GENERAL

- Identify and develop business/corporate and non-profit relationships that are aligned with NCJWA Vic, and that support and grow the delivery of our programs.
- Identify new opportunities for growth within NCJWA Vic's programs in conjunction with the program managers.
- Keep up to date on fundraising best practice and sector trends.
- Manage the events committee

SKILLS & EXPERIENCE

Required Qualifications:

Bachelor's degree in Management, Communications, or related field an advantage.

Required Experience:

Proven experience in community engagement, fundraising, business/program development in an NFP setting.

Required Skills:

- Strong interpersonal and communication skills, with the ability to build relationships with diverse stakeholders.
- Passion for NCJWA Vic's mission and values.
- Excellent organisational and project management skills.
- Experience with CRM and fundraising software - preferably Salesforce.

- Experience in working in a small collaborative team.
- Excellent planning and time management skills and the ability to multitask and set priorities.
- Strong attention to detail and problem-solving skills.
- Experience in grant writing and reporting.

Desirable:

Additional experience in event planning or marketing would be beneficial.