



The National Centre for Childhood Grief (NCCG)

Position Description: Development Manager

The National Centre for Childhood Grief (NCCG) was established over 22 years ago to develop and maintain a centre of Clinical Excellence to ensure that all bereaved children in NSW and eventually Australia, have access to appropriate support as they grieve, and to provide training and support for those who care for them.

The NCCG's vision is a community which accepts there is no right or wrong way to grieve, especially for children and that living with grief is a normal and ongoing process which, with compassionate support, children can accommodate into their lives as they grow towards adulthood.

Position overview

Integral to the NCCG's sustainability and growth is a robust grant management and fundraising strategy that will support NCCG's future vision, and is built on absolute best practice.

The role of Development Manager is responsible for developing and implementing a comprehensive fundraising and grant management strategy, to complement fundraising successes that have taken place to date. The Development Manager will also serve as the primary grant writer, manage funder relationships, engage in compliance reporting, and support special project initiatives. The role reports directly to the CEO, but will work closely with the Board members and other key stakeholders.

Position Objectives

Grant Management

- Lead grant proposal development/submission—prepare and organise materials for proposals, manage grant applications.
- Draft proposals and grant application narratives
- Submit, manage, and appropriately record grant applications and associated grant contracts/agreements
- Maintain grant compliance and reporting, including outcome measurement and grant budgets
- Monitor and maintain the funder and investor reporting schedules and requirements
- Research statistics, trends and data for grant proposals and community advocacy



People for Purpose
Leadership for social impact

Development and Management of Fundraising Strategy

- Develop and implement a best practice and fit for purpose fundraising strategy for the organisation (subject to approval of the Board), in collaboration with the CEO, which will meet current and future total operating costs with a target of \$1M pa.
- Implement all related fundraising programs, as part of the organisations overall strategic objectives.
- Ensure that the fundraising strategy aligns to the organisations overall strategy and priorities of the organisation.
- Develop an 'ask' for NCCG that is a unique proposition
- Manage fundraising budgets including expenditure and income
- Provide relevant and timely information and reports relating to all fundraising efforts
- Leverage the networks of the Board and key supporters and drive fundraising efforts involving Board members and those supporters
- Review and proactively develop update and use protocols and policies relating to the organisations database (Salesforce) for recording, maintaining and extracting donor information consistent with privacy legislation
- Work collaboratively and supportively with key members of the Team, Board and partners to drive the achievement of fundraising targets.
- Analyse data and maintain a strong and up to date working knowledge of fundraising theory, data trends and a solid understanding of the NFP sector.

Overview of fundraising focus:

- **Trusts and Foundations:** Ensure the organisation has a structured and continuous approach to grant management and reporting; this includes preparing grant applications.
- **Corporate Partners Program:** Develop bespoke corporate partnership offerings to grow the number and size of partnerships
- **Individual Giving:** Work to continuously manage and nurture new and existing individual giving relationships
- **Major Gifts Program:** Develop and implement targeted program to ensure the creation of new partnerships with high net worth individuals, trusts and foundations
- **Bequest Program;** Develop and implement bequest program and maintaining support of expected bequestors
- **Community Fundraising Program;** Consider the development of a community fundraising program to continuously increase community awareness, involvement and revenue



Essential Criteria:

- A preparedness to understand and / or contribute to and support NCCG's mission, vision and values
- Demonstrated experience in grant writing or grants management
- Demonstrated analytical and persuasive writing skills experience
- Has a commercial approach
- Proven track record in business development and successful fundraising (corporate or not-for-profit environment) with a track record for achieving revenue targets and growing income
- Strong administrative skills and self-motivated with the ability to set priorities and manage multiple tasks under minimal supervision The desire and ability to contribute to organisational culture and work in a team, managing relationships, up, down and across the organisation
- Ability to engage with a broad range of internal and external stakeholders and to build strong, lasting relationships
- Experience in an organisation where resources are modest
- Experience and knowledge of a CRM system and database management systems
- Budget development and management experience
- Outstanding oral and written communications skills
- Team building capabilities and ability to inspire others and contribute to a positive organisational culture
- Proven skills in project and time management and juggling competing deadlines
- Superb interpersonal skills and a proven ability to engage in building relationships with supporters
- Creative thinker, self-starter, with flexibility and ability to adapt to new ideas, new systems and processes
- Enthusiasm, social conscience and a team player
- Preparedness to understand philanthropic activities and trends and the not-for-profit landscape

Additional Information

- The successful candidate must have a the current right to work in Australia
- Permanent appointment to this position is dependent upon successful completion of an Australian Federal Police Check
- This part-time role is based in Denistone East and may require some travel and after-hours networking opportunities.