

Spinal Cord Injuries Australia - Job Description

Job Title:	Trusts & Foundations Manager
Job Family & Level:	Management Level 1
Section:	
Department:	Partnerships
Location:	City
Reports to:	Partnerships Manager
Direct Reports:	N/A
Hours:	2 days a week
Salary Package:	TBA
Date updated:	Feb 2010

Job Summary:

The Trusts and Foundations Manager will play a key role in funding the achievement of Spinal Cord Injuries Australia's (SCIA) vision and mission. They are primarily responsible for generating ongoing revenue via Corporate and Family Trusts, Grants and Foundations. They are also required to determine the capacity of this sector in delivering long term and sustainable revenue to SCIA.

Competencies, Knowledge and Qualifications Required

Core Competencies

Mission, Vision, Values	<ul style="list-style-type: none"> ▼ Understands the mission of SCIA and achieving the vision by working together through values ▼ Acts consistently with the mission providing an example to staff.
Healthy & Safe Work Environment	<ul style="list-style-type: none"> ▼ Communicates required standards in working safely; promotes healthy working, and enhancing the working environment.
Organisation, Legislative & Disability Sector Context, Policy	<ul style="list-style-type: none"> ▼ Comprehensive understanding of the role of SCIA in the disability sector. ▼ Solid knowledge of the role of the work area and its place in the organisation. ▼ Understands how the organisation responds to community expectations. ▼ Knows and adheres to relevant regulatory requirements and organisation standards. ▼ Detailed understanding of the compliance etc boundaries and of working within them. ▼ Develops relevant policies and procedures.

Leadership/ Teamwork/ Stewardship	<ul style="list-style-type: none"> ▼ Manages a group of staff. ▼ Leads defined small projects. ▼ Effective leader of teams, and contributes to multi-disciplinary teams and team building. ▼ Responsible for achievement of team and own goals and objectives. ▼ Effective trainer, mentor and coach. ▼ Contributes to planning, forecasting and budgeting, contributing the operations/discipline perspective. ▼ Sensitive to the need to marshal resources for the good of the organisation.
Relationships/ Partnerships Management/ Communications	<ul style="list-style-type: none"> ▼ Manage relationships constructively and consistently, exercising judgement to deliver required services. ▼ Understands where to find information externally. ▼ Resolves conflicts within role and functional limits, refers where appropriate. ▼ Develops and maintains effective long term working relationships with other service organisations and government agencies. ▼ Consults in the specialisation area. ▼ Sound understanding of internal groups, and external bodies interfacing the SCIA, and their interests, obligations, and importance to meeting organisation objectives.
Client Service	<ul style="list-style-type: none"> ▼ Understands within the scope of the area, the needs of clients. ▼ Demonstrates commitment to client service philosophy and models in own behaviour. ▼ Resolves client issues, is the escalation point for client issues within the scope of the department.
Operations	<ul style="list-style-type: none"> ▼ Understands contracts, regulations and necessary o.h.&s matters. ▼ Delivers operations/service outcomes and meets industry benchmarks. ▼ Ensures operations meet customer specifications within defined resources.
Member Engagement	<ul style="list-style-type: none"> ▼ Promotes member engagement initiatives within the area and implements the engagement programme. ▼ Listens to members, as well as providing information, utilising that feedback to improve engagement.
Analysis/Thinking/ Problem-Solving/ Judgement/ Research	<ul style="list-style-type: none"> ▼ Uses advanced techniques to analyse complex problems. ▼ Makes professional decisions on discipline related organisation problems. ▼ Resolves the interaction of operations/discipline and control/administrative problems. ▼ Undertakes research on improving/upgrading functions.
Quality & Continuous Improvement	<ul style="list-style-type: none"> ▼ Understands quality management principles and applies them. ▼ Identifies requirements for improvement and develops improvement programs. ▼ Resolves complex implementation and reporting problems, developing the simplest feasible solution. ▼ Recognises the potential impact of solutions on other areas and externally, and the necessity of dealing with unintended consequences. ▼ Develops processes to implement major policy changes.
Functional Capability	<ul style="list-style-type: none"> ▼ Tertiary qualifications and registrations necessary for the role - this applies to all manager levels. ▼ Significant practice level experience in at least one discipline. ▼ Significant knowledge of discipline standards required by legislation and professional bodies. ▼ Responsible for a range of professional services. ▼ Goes outside existing methodologies and techniques if necessary. ▼ Develops and implements new methodologies. ▼ Exercises informed judgement and specific discipline skills.

Functional Competencies

Strategic Direction	<ul style="list-style-type: none"> ▼ Shapes and advocates the department's vision and goals ▼ Positions the department internally ▼ Provides a clear sense of direction for stakeholders and staff ▼ Has business acumen to achieve efficiencies and sustain and improve the quality of service delivery and operations
Leadership	<ul style="list-style-type: none"> ▼ Builds a department which provides world class outcomes ▼ Implements change and improvement ▼ Is accountable for quality human resources practices in line with organisational policies
Results and Outcomes	<ul style="list-style-type: none"> ▼ Achieves intended results and desired outcomes ▼ Responds to stakeholder and customer needs ▼ Builds departmental capability and responsiveness ▼ Engenders a culture of achievement ▼ Promotes creativity, innovation and ideas
Relationships	<ul style="list-style-type: none"> ▼ Cultivates productive working relationships internally and externally ▼ Builds relationships with customers, key people in external organisations and inside the organisation
Communication and Information	<ul style="list-style-type: none"> ▼ Communicates clearly and keeps people informed ▼ Researches new information and trends ▼ Presents to all types of audience – is informative, adaptive and engaging ▼ Listens and understands others views
People Management	<ul style="list-style-type: none"> ▼ Demonstrates professionalism and probity ▼ Demonstrates self awareness and commitment to personal development ▼ Guides, develops and mentors others ▼ Promotes a safe and healthy workplace ▼ Takes action to deal with performance issues

Duties and Responsibilities

1. To develop a strategy and plan to target the Corporate & Family Trusts & Foundations and Prescribed Private Funds
2. To develop submissions for relevant trusts, grants and foundations
3. Work with the Partnerships Manager in cultivating and converting high net worth individuals/families in this sector
4. Provide support and assistance in the development of new business submissions (eg workcover, QIPC)
5. Provide feedback to relevant stakeholders on successful submissions and manage contacts to ensure ongoing relationships
6. Ensure all interactions and relevant information is captured in database
7. Develop a contact management system in database to accurately track and monitor deadlines

8. Provide support and assistance in the ongoing development of appealing funding opportunities
9. To ensure all submissions are consistent with SCIA's positioning as a charity, mission and values.
10. To track and manage the budget for this sector receipting and general administration.
11. Other duties as assigned by the Partnerships Manager.

Selection Criteria

Essential

- Fundraising experience/background
- Proven record in achieving targets
- Professional, flexible and resourceful
- Excellent presentation (written and verbal), communication and interpersonal skills
- The ability to prioritise, with highly tuned project management skills
- Ability to relate well to people in senior management positions. Must be comfortable and persuasive in meetings with senior management (ie SCIA and corporate partner organisations).
- Innovative thinking and problem solving skills

Personal Attributes

- Highly motivated and energetic
- A team player, with a style that is inclusive & collaborative

Employee Name:	
Employee Signature:	
Manager's Name:	
Manager's Signature:	