

JOB DESCRIPTION

FUNDRAISING RELATIONSHIPS MANAGER

JOB DETAILS	
JOB TITLE	FUNDRAISING RELATIONSHIPS MANAGER
JOB TYPE	Permanent, part-time
LOCATION	Surry Hills, NSW
REPORTS TO:	Development Manager
LAST REVIEWED	June 2022
ABOUT MITO FOUNDATION	
<p>Mito Foundation is a burgeoning charity dedicated to improving the health outcomes and quality of life for sufferers of mitochondrial disease and their families. Our small team is driven to support the mito community whilst seeking a cure, through strategies across support, awareness, education and research. We strive to live by our values of excellence, commitment, compassion, collaboration and gratitude.</p> <p>Mitochondrial disease is a potentially fatal genetic disorder that robs the body's cells of the energy they need to thrive. Only recently identified and originally thought to be a rare disorder (affecting 1 in 20,000 people), it is now known that 1 in 5,000 live births will result in a life-threatening form of mitochondrial disease. Furthermore, 1 in 200 people carry genetic mutations that put them at risk of developing milder forms of the disease or unknowingly passing the disease on to their children.</p>	
JOB OVERVIEW	
<p>The Fundraising Relationships Manager is responsible for cultivating and soliciting major gifts from current donors while growing the number of philanthropic supporters with a strong affinity to the Mito Foundation's mission.</p>	
KEY RESPONSIBILITIES	
MAJOR DONOR MANAGEMENT	<ul style="list-style-type: none"> • Manage and grow a portfolio of major donors using best practice moves management • Develop tailored proposals and donor strategies to increase giving from current and new donors • Proactively undertake research to identify then cultivate potential high net worth supporters • Grow and develop long term and long-lasting relationships with donors, increasing their level of giving

	<ul style="list-style-type: none"> • Manage gift solicitation conversations and meetings with major donors both one on one and alongside management or board members • Coordinate in person events and tours as and when required • Develop and sustain a strong knowledge of Mito Foundation’s work across all areas to connect donors with areas that are meaningful to them 								
OTHER FUNDRAISING	<ul style="list-style-type: none"> • Collaborate with the Development Manager to identify new bequest leads while cultivating current bequest prospects • Collaborate with grant writing colleague to potential PAF or corporate funding opportunities 								
KEY REQUIREMENTS	<table border="1"> <thead> <tr> <th>ESSENTIAL</th> <th>DESIRED</th> </tr> </thead> <tbody> <tr> <td> KNOWLEDGE, SKILLS AND EXPERIENCE <ul style="list-style-type: none"> • A background in major gifts fundraising or commercial sales/relationship management focused roles • Strong moves management, CRM data management and record keeping. </td> <td> <ul style="list-style-type: none"> • Experience with Salesforce would be well regarded. </td> </tr> <tr> <td> COMPETENCIES <ul style="list-style-type: none"> • Excellent interpersonal skills including the ability to build and cultivate relationships over time • Confidence and desire to engage with supporters both on the phone and in person • Ability to network and identify potential new supporters • Ability to work with a range of key organisations stakeholders including board members, researchers and mito community members • Excellent, persuasive written and verbal communication skills • Pro-active and highly motivated work ethic, able to work autonomously and as part of a team </td> <td> <ul style="list-style-type: none"> • Passion, interest, and enthusiasm to work in the health or rare disease space </td> </tr> <tr> <td>QUALIFICATIONS</td> <td></td> </tr> </tbody> </table>	ESSENTIAL	DESIRED	KNOWLEDGE, SKILLS AND EXPERIENCE <ul style="list-style-type: none"> • A background in major gifts fundraising or commercial sales/relationship management focused roles • Strong moves management, CRM data management and record keeping. 	<ul style="list-style-type: none"> • Experience with Salesforce would be well regarded. 	COMPETENCIES <ul style="list-style-type: none"> • Excellent interpersonal skills including the ability to build and cultivate relationships over time • Confidence and desire to engage with supporters both on the phone and in person • Ability to network and identify potential new supporters • Ability to work with a range of key organisations stakeholders including board members, researchers and mito community members • Excellent, persuasive written and verbal communication skills • Pro-active and highly motivated work ethic, able to work autonomously and as part of a team 	<ul style="list-style-type: none"> • Passion, interest, and enthusiasm to work in the health or rare disease space 	QUALIFICATIONS	
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This document does not constitute a contract of employment and is a guideline outlining the role’s core responsibilities and accountabilities. The duties and responsibilities described above are not a comprehensive list and additional tasks may be assigned to the employee from time to time; or the scope of the job may change as necessitated by organisational demands.