



<b>Position Title:</b>	Relationships & Fundraising Manager
<b>Role Type:</b>	Part Time
<b>Position Located:</b>	Brisbane

## Background

[Palliative Care Queensland](#) (PCQ) is a leading charity and independent peak body representing palliative care providers, consumers and their families and those with an interest in palliative care in Queensland. PCQ was established in 1988 and is a membership-based organisation, supporting the individuals, families, carers, community members, as well as specialist and generalist health care professionals working with Queenslanders experiencing serious illness, dying, death and grief. Collectively, the PCQ membership body holds tremendous knowledge and wisdom about the challenges the sector faces and the opportunities those challenges can bring. PCQ is a founding member of [Palliative Care Australia](#).

## Position Summary

This position will lead the development and implementation of the PCQ fundraising and donation program (with a key focus on Ambulance Wish Queensland program). The Relationships and Fundraising Manager will lead corporate and membership relations and is paramount in ensuring PCQ is a recognisable, worthy and respected charity.

## Main Tasks and Responsibilities

- Develop, implement, and evaluate a *Partnerships, Donations, and Fundraising Strategy* and relevant tools, resources and training
- Lead all donation, bequests, corporate giving and fundraising activities, including appeals, acquisitions, retention, stewardship and identifying and cultivating major donor bequests
- Organise annual fundraising dinner for Ambulance Wish Queensland
- Meet or exceed Fundraising revenue targets by effectively managing relationships and activities
- Recruit, lead and support the PCQ fundraising volunteers
- Lead the PCQ membership portfolio, strengthen membership engagement and grow membership
- Maintain PCQ CRM to ensure key relationships, membership and donors are cultivated
- Work with the team to develop key messages and effective communication strategies that support multiple channels of giving and ensure they continue to evolve.
- Foster and build long term relationships with corporate partners and members
- Develop relationship and fundraising reports for the Executive Committee and relevant groups
- Work closely with the CEO and Business Manager to proactively identify and introduce new innovative channels that grow levels of funding
- Work with the Quality and Risk Manager to develop relevant systems, documents, workplans and procedures
- Demonstrate a strong commitment to a quality culture, implementing standards of excellence and a continuous improvement focus (including contribute towards systems and process improvement)
- Other ad hoc support for the team as required within the scope of the relevant award.



## Key Attributes

### Essential

- Minimum 3 years working in fundraising / business development related roles
- Qualifications in marketing, business, fundraising, communications or a related discipline
- Highly effective interpersonal and stakeholder management skills which achieve successful business outcomes within complex multi-level environments
- Demonstrated capability in fundraising, negotiation, and revenue generation
- Strategic, innovative and big picture thinker with the ability to contribute at a senior level and implement strategic decisions
- Proven experience in use of social media and web-integration applications to raise funds
- Excellent writing skills and ability to target written communication for a specific audience
- High-level digital fundraising/marketing experience and skills
- Strong relational and people skills
- A strong understanding of the range of lived experiences of people with life limiting conditions and their carers/family and the capacity to inspire people to embrace person and family centered approaches to care
- A shared passion and determination to play a key role in delivering the mission and vision of the organisation

### Desirable

- Experience working in a small team environment

## Our Inclusivity Statement

Palliative Care Queensland values diversity and is committed to creating an inclusive work environment. Recruitment and selection decisions are based on merit and not affected by irrelevant personal characteristics. We encourage people who identify with any of the following groups to actively seek employment with Palliative Care Queensland: Lesbian, Gay, Bisexual, Transgender, Intersex and Queer (LGBTIQ); Aboriginal and Torres Strait Islander (First Nations); people from Culturally and Linguistically Diverse (CALD) backgrounds and people with disability.

## Benefits of working at PCQ

- Salary packaging benefits (remove if casual)
- Employee Assistance Program
- A collaborative team environment that encourages new ideas and contributions
- An organisation that promotes an inclusive culture, work-life balance, and flexibility
- Brisbane office is located near public transport (close to central station) (removed if not Brisbane based)



## TERMS AND CONDITIONS OF EMPLOYMENT

### Requirements:

For acceptance of this position the employee must hold a current:

- National Police Check
- Queensland Blue Card or relevant AHPRA registration
- Queensland driver’s license (only add if required for the role)
- Immunisation record (as per requirements for Palliative Care Queensland).
- Right to work in Australia

Evidence of the required documents must be provided during orientation or before.

## EMPLOYEE ACKNOWLEDGEMENT (To be signed by the successful candidate)

### By signing below the Position Holder confirms:

- Receipt and understanding of the duties required
- Agreement to fulfil the role to the best of his/her ability that he/she is not aware of any pre-existing conditions/impairments that might be affected by or impose limitations on the work to be performed; that failure to disclose any such conditions/impairments will mean ineligibility to claim workers’ compensation on those conditions/impairments which subsequently recur or worsen
- Awareness of the requirement for the position

This signed document will be kept on the position holder’s personnel file.

<b>Employee Full Name</b>		<b>Signature</b>		<b>Date</b>	
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Position Description (PD) Approved by CEO					
CEO Full Name	Shyla Mills	Date	28/7/214	PCQ PD Code	PDRD0024