

Position Title:	Philanthropy & Partnerships Manager
Division:	Engagement
Direct Reports:	Partnership Development Manager, Grants Coordinator, Partnerships Coordinator, Philanthropy Coordinator

ABOUT NORTHCOTT:

Who is Northcott?

Northcott is a not-for-profit disability service provider that works with customers to realise their potential.

As one of Australia's largest not-for-profit disability service organisations, we provide services from metropolitan and regional locations throughout NSW and the ACT. We have more than 90 years of experience and expertise in the disability service industry.

A registered NDIS provider, we employ approximately 2,600 staff and provide empowering, personalised services to over 13,500 people with disability, their families and carers each year.

What do we do?

Northcott provides personalised and dynamic support, delivered by a committed team who will optimise and maximise support and services for every customer.

Our experience and expertise give confidence to our customers they are in good, trustworthy hands, while our commitment to innovation and pushing boundaries allows us to tackle any challenge currently creating barriers for our customers to reach their potential.

What is our promise to each customer?

We will work creatively and relentlessly with each customer to unlock, discover and unleash their potential, supporting and empowering them to be the best they can be now and in the future.

Our customers are not numbers; they are unique individuals. We personalise our services to each customer's current and future needs and goals, every single one, to ensure their development and growth.

As advocates for our customer's inclusion, we will empower them with confidence, choice and opportunity so they can live their life, as they choose, in their own way.

Our Values

Our values have always been a significant part of our service to customers and they have helped shape Northcott into the wonderful organisation it is today. We are Innovative because we develop new ideas and solutions with creativity in anticipation of changing needs. We are Respectful because we believe that everyone's voice is unique and that they have the right to be heard. We are Brave because we have the courage to stand up for people with all abilities even in the face of Adversity.

Diversity and Inclusion

Northcott actively promotes diversity and inclusion. We are committed to providing a workplace where every person is valued, respected and supported to progress. Northcott ensures no one is disadvantaged on the basis of their Aboriginal and Torres Strait Islander identity, culture, LGBTIQ+ identity, disability, gender, age, religion or caring responsibilities. We recognise the important role language and cultural understanding play in connecting with and supporting our diverse communities.

KEY OBJECTIVE OF THE SERVICE/DEPARTMENT:

The Fundraising team supports the delivery of Northcott's purpose by raising funds for programs, resources and infrastructure that increase service reach and impact.

KEY OBJECTIVE OF THE POSITION:

- Lead the delivery of an organisation-wide philanthropic strategy across all donor groups and communities, aligned with Northcott's purpose and strategic direction, that champions a culture of collaboration and innovation.
- Build and steward significant, long-term relationships with major donors, bequestors, and philanthropic partners.
- Drive engagement with internal stakeholders to develop funding opportunities including programs, resources and infrastructure.
- Lead fundraising innovation initiatives including effective use of technology platforms and tools, opportunities with AI and use of data.
- Ensure the Fundraising team has the necessary training, tools and processes to be successful and are on a journey of continuous learning.
- Manage the team budgets, reporting and compliance in line with best-practice fundraising standards and Northcott policies.

PERSON SPECIFICATIONS (SKILLS & KNOWLEDGE)

- Strategic, data-driven thinker, able to align fundraising goals with broader organisational priorities, apply best-practice fundraising principles, and use insights to drive continuous improvement.
- Relationship-focused, with exceptional influencing, negotiation, and communication skills.
- Expertise in designing and executing effective fundraising strategies that drive impact and growth.
- Collaborative and highly organised, with a passion for creating meaningful outcomes through philanthropy.
- Ability to lead, mentor and motivate a high performing, results driven team.
- In-depth knowledge of, or strong interest in, the care or disability sector.
- Excellent stakeholder engagement capabilities.
- Deep understanding of philanthropic landscape in Australia.
- Understanding of fundraising legislation and compliance requirements.

ESSENTIAL QUALIFICATIONS & EXPERIENCE REQUIRED

- 8+ years of leadership experience in a fundraising environment.
- Proven leadership in philanthropy programs, including campaigns, major gifts, and bequests, with a strong record of securing significant philanthropic contributions.
- Demonstrated success in donor engagement, encompassing identification, solicitation, closing, and stewardship of relationships.
- Experience of developing successful, multi-year fundraising/development strategies

- Demonstrated success as a manager and leader of multi-disciplinary fundraising/development teams with the ability to motivate, mentor and train staff members.
- Tertiary qualifications in a relevant field or equivalent work experience.

DELEGATION LEVEL

- Level 3.1

CORE COMPETENCIES OF THE ROLE

(List key competencies for the role under each heading. You may also add others where required)

Customer Focus / External Contact

- Understands Northcott customers, their needs and wants that can be translated into compelling campaigns and cases for support.
- Donor/funder centric approach to fundraising.
- Ensure high quality donor care programs.
- Develop and ensure high quality of external fundraising, marketing and communication pieces.
- Producing successful fundraising asks/strategy for all channels.

Relationship Building

- Builds and nurtures positive relationships with a broad range of internal stakeholders, working in partnership to develop cases for support that are aligned to strategy and purpose.
- Develop relationships within the sector and beyond to understand and apply best practice and innovation opportunities.
- Close working relationship with the Northcott Marketing and Communications, and Staff Engagement teams.
- Manage any external agencies and suppliers.

Problem Solving

- Highly analytical and able to use data to understand issues and develop solutions.
- Proactive in finding and presenting solutions to issues and challenges.
- Acts independently and operates autonomously within established guidelines.
- Identifies the changing needs of the business and develops and adjusts strategies in response.
- Ability to navigate a complex organisation to ensure appropriate input from required stakeholders.

Leadership

- Highly developed leadership abilities and experience.
- Mentors and motivate a high performing team of fundraising professionals.
- Foster a dynamic team culture focused on creativity, innovation and achievement.
- Engages with staff at all levels of the organisation.
- Communicate fundraising strategy, fundraising outcomes and recommend strategic direction to executive level.

Financial Impact

- Growth in fundraising income in line with budgets and projections.
- Demonstrates ROI from fundraising campaigns and activities.
- Manages budget to ensure maximum value and return for expenditure.
- Stewardship of donors to retain and grow donor value.
- Producing detailed income and expenditure budgets for the team.

Time Impact

- Daily, Weekly and Monthly decision making that ultimately impact on our business.
- Makes prompt decisions regarding activities within area of responsibility.
- Meet internal and external reporting deadlines.
- Leads annual planning for fundraising with monthly and quarterly reviews.

DUTIES

The typical duties of this position include:

1. Develop and implement the Northcott fundraising strategy.
2. Lead and Manage the Northcott fundraising team.
3. Develop activities, systems and processes that will ensure the successful implementation of the Northcott fundraising strategy.
4. Manage the Northcott fundraising budget and ensure that income and expenditure targets are met
5. Develop the fundraising proposition by aligning the three pillars of brand, cause and impact into a coherent narrative that drives donor trust, emotional engagement and sustained revenue growth.
6. Provide regular, timely and accurate reports to the GM Marketing & Communications and Executive.
7. Oversee the development of fundraising materials required to meet the fundraising strategic aims.
8. Oversee professional donor and funder management processes including the Northcott database.
9. Produce fundraising policies and procedures as required.
10. Ensure all fundraising materials adhere to the Northcott brand guidelines.
11. Comply with, report on and actively participate in Northcott's Safety & Injury Management Procedures and Northcott's WH&S Procedures.
12. Be aware of and sensitive to the needs of customers from Aboriginal and Torres Strait Islander or Culturally and Linguistically Diverse backgrounds.
13. Work within the framework of the NSW Disability Inclusion Act, National Disability Standards, Privacy Legislation, NDIS Act 2013, NDIS Operational Guidelines and other relevant legislation.
14. Adhere to Northcott policies and procedures, in particular, the Code of Conduct and Values.

This list is indicative only and is subject to change. All Northcott employees are required to comply with any reasonable work requests as directed by their employer from time to time.

NORTHCOTT POLICY AND PROCEDURES

All Northcott employees are expected to be familiar with and adhere to Northcott policies and procedures. For more information see your manager or refer to the policy and procedures available on the Northcott Intranet.

Employee's Signature Employee's Name Date

Please forward a signed copy to Human Resources.