

# Redfern Legal Centre

## Job Description

### Fundraising Manager

---

<b>Accountability</b>	<b>CEO</b>
<b>Status</b>	<b>Full time</b>
<b>Last reviewed</b>	<b>November 2015</b>

---

#### Preamble

Redfern Legal Centre promotes social justice through:

- providing free legal advice, legal services and education to disadvantaged people in New South Wales, and to groups who advocate for them
- participating in activities which reduce inequalities and defects in laws, the legal system, and administrative and social practices that impact on disadvantaged people.

#### Statement of Shared Philosophy and Values

To achieve its purpose, Redfern Legal Centre:

- is committed to reducing social inequities and systemic barriers to people enforcing their rights
- works with clients so they can assert their rights
- focuses on preventative measures
- seeks new and better ways of providing legal services to its clients
- is flexible in its service so that it remains responsive to changing community needs
- involves the community in its service operation and development
- strives to be non-discriminatory in its service delivery
- advocates for the public interest through issues which affect the wider community or significant sections of the community
- maintains its political independence
- uses its resources efficiently and effectively
- seeks excellence in its operation and accountability to its community and funders

#### Specific position duties

- a) Develop and implement a multi-stream, multi-year fundraising strategy for RLC, with the guidance and assistance of the RLC CEO and Board and Directors;
- b) Lead the thinking process to prioritise different strategies;

- c) Execute the priority fund raising strategies to build a strong base of core donors as well as establishing a major gifts program;
- d) Manage and develop a portfolio of corporate partners and donors;
- e) Plan and execute any campaigns and events;
- f) Identify opportunities for grants applications and follow through with them;
- g) Develop and maintain a new supporter database;
- h) Build and support a group of 'Ambassadors' who can assist RLC in its fundraising activities.
- i) Work with the Communications Manager to develop a strategic approach to the supporter experience through donor communications.

### **Common staff responsibilities**

Along with all other staff, the worker may be required to:

- (a) Supervise the front office, including the following:
  - supervision of volunteers
  - provision of emergency advice
  - advice and assistance to Centre clients
  - assessment of client intake
  - review of files
  - training of Centre volunteers in poverty law practice and the role and operation of RLC and other community services
- (b) undertake the carriage and conduct of the work of other staff during periods of leave;
- (c) provide regular reports to management and staff meetings;
- (d) assist with the general day to day administration of the Centre as required;
- (e) attend and participate in team and staff meetings;
- (f) assist in the preparation of submissions and reports to funding bodies, as required, including the maintenance of statistics;
- (g) liaise and network with other professionals in the area
- (h) carry out such other duties as may be reasonably required by the Management of Redfern Legal Centre.

*This job description shall not be varied without first being discussed with the worker. The worker may request of management and shall be granted a review of their job description at any time.*