

POSITION DESCRIPTION
Weave Youth & Community Services
 Fundraising Manager
 12 Months Maternity Leave Locum

Position title	Fundraising Manager
Reports to	Head of Fundraising and Communications
Program	Fundraising and Communications
Responsible for	Revenue raising, partnerships, corporate volunteers as part of the Fundraising and Communications team
Supervises	None
Location	Hybrid: WFH and at Weave sites
Hours	Part Time: 4 days per week
Status	Fixed Term 12 Months Maternity Leave Locum
Award	Social Community Home Care and Disability Services Industry Award 2010 (SCHADS)
Remuneration	<p>SCHADS SACS Level 5 Paypoint 1-3 depending on qualifications and experience. Weave pays above the SCHADS Award hourly rate. <i>Weave hourly rate range for Level 5 Paypoint 1-3: \$51.58-\$53.91.</i></p> <p>Terms and conditions of the SCHADS SACS Award apply.</p> <ul style="list-style-type: none"> ● Plus Superannuation @ 11% ● Plus Annual Leave Loading of 17.5%
Benefits	<ul style="list-style-type: none"> ● Generous salary sacrifice ● Bonus paid leave days over Christmas and New Year ● Supportive team

About Weave Youth & Community Services:

Weave Youth & Community Services is a place-based community organisation located on unceded Gadigal and Bidjigal Land in Sydney, that has been delivering a range of programs, supports and services developed with and for the community for 48 years.

Weave's purpose is to empower people to change their lives, and healing is at the centre of our work. Weave supports children, young people, women and families who are impacted by systemic disadvantage and intergenerational trauma. Around 70% of those we support across Weave are Aboriginal and/or Torres Strait Islander people. As a non-Aboriginal controlled organisation, Weave is strongly committed to walking alongside Aboriginal and Torres Strait Islander people in their ongoing fight for justice and self-determination. Our work at every level is guided by our [Aboriginal Healing Framework](#).

Summary of Position:

We are seeking a Fundraising Manager for a 12 month maternity leave locum, to join our Fundraising and Communications Team. You will work with the Head of Fundraising and Communications and Brand and Impact Manager to implement Weave's fundraising, partnerships and communications strategy as we approach our 50 year anniversary in 2026. This role offers the chance to drive growth and ensure sustainability.

Passion for and alignment with Weave Youth & Community Services, its vision, purpose and values will be essential for the success of this role.

Responsibilities:

Philanthropy and Fundraising

- As part of the Fundraising and Communications Team, work to deliver Weave's philanthropic and fundraising strategy.
- Grant writing: research and apply for relevant grants in consultation with the relevant Program Manager/Senior Management team.
- Track grant applications and upcoming grant opportunities to ensure Weave does not miss key deadlines.
- Procure prizes for events as needed e.g Weave Annual Gala, FICAP etc.
- Assist with fundraising activities.
- Research potential donors and Corporate and Philanthropic supporters to prepare for meetings and pitches.

- Support partnerships with corporates and mid-level foundations.
- Donor engagement, donor tracking and management.
- Build rapport and strong relationships with donors and potential donors.
- Help respond to all phone and email fundraising enquiries and monitor, communicate with, and support new and existing donors including providing donors with appropriate fundraising materials.
- Work with the Head of Fundraising and Communications to deliver sustainable income growth across a range of income sources.
- Support the Head of Fundraising and Communications with engaging HNWI and major donors as appropriate.
- Work with the Head of Fundraising and Communications and Brand and Impact Manager to achieve the annual income target.
- With the Head of Fundraising and Communications, produce and present fundraising progress and accountability reports for key stakeholders e.g. the CEO, Board, the Audit and Risk Committee.
- Maintain and update data in the Salesforce Customer Relationship Management (CRM) database.
- Work with the Head of Fundraising and Communications to create impactful donor journeys.

Volunteering

- Manage requests from Corporates/groups etc for volunteering opportunities with Weave.
- Identify areas for quality improvement related to Weave's Volunteer Program and implement changes where appropriate in consultation with senior management.
- Support the Tutoring and Driving Change Teams as required in the delivery of volunteer inductions, training, communications and appreciation.
- Develop and promote new volunteer PDs, and promote via external recruitment channels (eg. the Centre for Volunteering).
- Assist with Volunteer comms - eg. newsletters, testimonials, Volunteer Handbook etc.
- Track and respond to volunteer complaints.
- Track volunteer hours in Salesforce CRM.
- Engage in continuous quality improvement for the volunteer experience - eg. via annual surveys, volunteer interviews etc.
- Check/screen and forward general volunteer enquiries - eg. general volunteering, Seek Volunteer, Centre for Volunteering etc.

Strategic partnerships and initiatives

Provide support and assistance for events across Weave Programs in the following ways:

- Leverage events as opportunities to engage and provide a Weave experience for partners, donors and potential donors/partners.
- Recruit volunteers from the internal volunteer pool (or externally as required) for one-off specific opportunities, including corporate/group volunteers.
- Manage corporate/group volunteers assigned to events/campaigns where needed, and support program staff with resources to recruit and manage volunteers.
- Find opportunities for corporate engagement outside of volunteering (eg. Lunch and Learns, End of Year Gift Donations, Team Days, fundraisers for Weave etc).
- Work to agreed deadlines within the event project management framework.
- Keep appropriate records relating to event activities.
- Follow up with corporate volunteers and donors post-event.

Essential Criteria:

- Minimum 3 years of relevant experience.
- Strong track record of successful grant applications.
- Familiarity or willingness to learn to use donor CRM software, preferably Salesforce, and ability to maximise these tools.
- Ability to identify and develop new revenue streams while augmenting existing opportunities.
- Networking and stakeholder engagement skills.
- Deep understanding of comms, storytelling and stakeholder engagement for revenue raising.
- Awareness of and sensitivity to the experiences of Aboriginal and Torres Strait Islander peoples impacted by the ongoing oppressive legacies of colonisation.
- Awareness of and sensitivity to the complex social issues experienced by Weave's clients and the way these often intersect. These issues include intergenerational trauma, poverty, racism, domestic and family violence and abuse, drug and alcohol use, homelessness and mental health experiences.

Desirable Criteria:

- Salesforce and Account Engagement (Pardot) experience is highly desirable.
- Understanding of strengths-based, trauma-informed, and culturally safe practices, especially in the context of communications and fundraising campaigns.
- Experience in working with communities and campaigns that demand a nuanced approach to communication, spanning conceptual development, language, and visual design.