



176 Redfern Street, Redfern NSW 2016.

<http://www.storyfactory.org.au/>.

Contact: [jobs@storyfactory.org.au](mailto:jobs@storyfactory.org.au)

## POSITION DESCRIPTION

<b>Position Title:</b>	Major Gifts Manager
<b>Reports to:</b>	Executive Director
<b>Salary &amp; Conditions:</b>	\$132,500 pa full-time, pro-rated, plus superannuation. Fringe benefit may be applicable.  This position is part-time, 2.5-3 days per week. Flexible working conditions are available.

### **About the Story Factory:**

At Story Factory, we believe that stories can change lives. We focus on enriching the lives of young people in under-resourced communities through quality creative writing programs, improving their writing skills, increasing their confidence and expanding their future prospects. Reading is access but writing is agency.

Since opening in 2012, we have taken more than 45,000 student enrolments, with more than 8,000 enrolments in 2022. 18% of our students are Indigenous and 44% are from culturally and linguistically diverse backgrounds. We have won a number of awards for our work, including Executive Director and Co-founder Dr Cath Keenan being named Australian of the Year Local Hero in 2016.

Our success has been possible because of our strong and lasting relationships with funding partners. We have an outstanding track record in philanthropy and our exceptional fundraising team works very closely with our Executive Director and our board, which is well connected in the philanthropic world. In 2016 our Chair, Gemma Salteri, was Philanthropy Australia's Emerging Philanthropy Leader.

This is the perfect role for someone with deep philanthropic and corporate connections who wants to be part of a high-performing and supportive team. We offer flexible working conditions and, most importantly, the opportunity to make a significant difference to the lives of some fantastic young people.

### **About the role:**

The Major Gifts Manager is responsible for creating and implementing our fundraising strategy for major donors, including high net worth individuals, companies, trusts and foundations. They are charged with nurturing and extending the strong relationships Story Factory already enjoys, while also seeking out and cultivating new partners in the philanthropic and corporate sectors.

Story Factory is in a strong financial position, with significant reserves, long-term relationships with many of our partners, and a supportive and well-connected board. The Major Gifts Manager will work closely with the board, Executive Director, and Grants and Strategy Manager to ensure we reach our annual fundraising targets of around \$3 million.

Story Factory's stellar growth is due to the passion, talent and commitment of our staff and board. This is a key role within our team, working hand-in-hand with senior staff to ensure we can execute our ambitious five-year strategy to 2027.

This role would suit someone with experience and ideas, impeccable philanthropic and corporate connections, and the ability to create opportunities and pursue them. Like all staff at Story Factory, the successful candidate will have a sincere belief in the power of writing to help marginalised young people.

#### **Key Position Priorities and Duties:**

- In collaboration with the Executive Director, develop Story Factory's fundraising strategy for major donors, working towards income targets established in consultation with the board, Executive Director and Grants and Strategy Manager;
- Work in collaboration with the Executive Director to implement Story Factory's philanthropic strategy, activating giving from an established portfolio of high net worth individuals, trusts and foundations, and cultivating relationships with new potential major donors;
- Develop and implement a corporate partnerships strategy to expand the range and type of partnerships with Story Factory and grow income from new business partners;
- Track progress against these fundraising targets, monitoring effectiveness of specific strategies and adjusting as necessary throughout the year;
- Contribute to Story Factory's five-year and annual fundraising plans, developed by the Grants and Strategy Manager with the Executive Director, to ensure we meet overall income targets established in consultation with the board;
- Carefully steward current philanthropic and corporate partners, including by creating engaging collateral and reports to keep donors updated on the impact their gifts are having;
- Work in collaboration with the Operations Manager to monitor and track the implementation of activities, programs and projects funded by major gifts, ensuring key milestones are met and projects stay on track to meet funder expectations; also to report back on these to the funder through their required reporting channels;
- Engage with and activate board members to assist with the implementation of the major gifts strategy, wherever relevant;
- Keep accurate and detailed records of all gifts, and interactions with current and potential donors, in Salesforce and Xero;
- Report and present quarterly major gift updates to the board;
- Participate in staff development and training activities as required;
- Like all staff at Story Factory, welcome the public and the local community into our centres, explain what we do, and forge links into the community

#### **Selection Criteria:**

*Candidates are asked to reply to each of the following criteria outlining their relevant experience*

**Essential**

1. Proven ability to develop and execute major gift fundraising plans, with a particularly strong track record in the philanthropic and corporate sectors.
2. Exemplary people skills and an ability to develop and nurture relationships with people in a variety of contexts.
3. Outstanding organisational skills to manage stewardship of a large roster of donors and partners.
4. A passion for writing and for improving the lives of marginalised young people.

**OUR COMMITMENT TO DIVERSITY**

At Story Factory, we embrace differences in gender, age, ethnicity, race, cultural background, disability, religion and sexual orientation. We know that diversity and inclusion helps us to attract, recruit, engage and retain a team of talented people.

We strongly encourage people from Aboriginal and Torres Strait Islander and culturally diverse backgrounds to apply. Residents of Greater Western Sydney are particularly encouraged to apply. If you require specific support to apply for this position, please advise us by contacting Jane on [jane.han@sydneystoryfactory.org.au](mailto:jane.han@sydneystoryfactory.org.au). We will work with you to identify the best way to assist you.

The successful applicant must undertake a Police Check and Working with Children Check prior to commencement. The role reports to the Executive Director, and has a six month probation period. Start date to be negotiated with the Executive Director.

Applications, including a cover letter addressing the selection criteria and a CV, should be sent to [jobs@storyfactory.org.au](mailto:jobs@storyfactory.org.au). Applications will be assessed as they are received.

All queries can be directed to [jobs@storyfactory.org.au](mailto:jobs@storyfactory.org.au).