



Position Description – Fundraising and Sponsorship Manager

Position Purpose

The Fundraising and Sponsorship Manager is a voluntary role reporting to the General Manager and Treasurer. The role is focused on identifying funding opportunities, securing financial resources, and thus contributing to the development of AGIN's sustainable funding strategy. The Fundraising and Sponsorship Manager will ensure that AGIN can fund its strategic initiatives without over-reliance on volunteer contributions, enabling the organisation to deliver impactful projects. The position includes identifying and recruiting new sponsors and fostering good relations with existing sponsors of AGIN.

Key duties/Responsibilities

- Develop and implement a fundraising strategy aligned with AGIN's strategic plan, focusing on diverse revenue streams such as grants, sponsorships, donations and philanthropy
- Identify and pursue grant opportunities that align with AGIN's mission, preparing grant applications and managing funding relationships
- Coordinate grant writing support from the Management Team, Board and/or members when needed
- Establish and maintain relationships with potential sponsors, donors, and funding partners, leveraging existing networks to increase funding opportunities
- Work collaboratively with the Treasurer to ensure alignment between fundraising and financial planning
- Explore self-funding models that allow AGIN to operate sustainably
- Support the organisation in executing fundraising campaigns and initiatives, ensuring they align with AGIN's goals and volunteer capacity.
- Advocate for AGIN's funding needs within relevant industry and professional networks
- Ensure compliance with relevant fundraising regulations and ethical fundraising practices

Desirable attributes

- Commitment to the ethos and purpose of AGIN
- Commitment to AGIN core values of integrity, collaboration, equity and sustainability
- Passion and ability to act in the interests of AGIN and promotion of green infrastructure, separately from own business interests, if applicable
- Strong networking and relationship-building skills.
- Experience in fundraising, grant writing, sponsorships, and/or financial development.

*Good financial standing means that a person is not being investigated for, or has been charged with fraud, insolvency or bankruptcy.



- Strategic thinking with the ability to identify and secure funding opportunities.
- Strong organisational skills and ability to work collaboratively.

Estimated time commitment and Term

The Fundraising Manager's term will be for a minimum of one year and a maximum of two years. The role requires an estimated commitment of 4 hours per week.

Eligibility

The Fundraising Manager must be at least 18 years of age, a resident of Australia or Aotearoa/New Zealand, of good financial standing* and consent to being appointed as the Finance Manager.

*Good financial standing means that a person is not being investigated for, or has been charged with fraud, insolvency or bankruptcy.