

Position Description

Relationships Manager

This position is full-time, with part-time available for a suitable candidate.



1. The Public Interest Advocacy Centre

The Public Interest Advocacy Centre is a leading social justice law and policy centre. We are an independent, non-profit organisation that works to build a fairer, stronger society by helping to change laws, policies and practices that cause injustice and inequality.

Our work combines

- legal advice and representation, specialising in test cases and strategic casework;
- research, analysis and policy development; and
- advocacy for systems change and public interest outcomes.

We actively seek to collaborate and partner in our work to maximise its impact. Our priorities include reducing homelessness; First Nations justice; climate change and social justice; equality and non-discrimination; asylum seeker health rights; and the fair use of police powers.

2. Position overview

The Relationships Manager plays an essential role in developing and maintaining PIAC's supporter and partner relationships.

Working closely with the CEO, Deputy CEO, external consultants and staff across PIAC, the Relationships Manager delivers PIAC's fundraising and events program, including ensuring effective donor engagement and stewardship

The position reports to the Deputy CEO.

3. Major accountabilities

- Develop and maintain PIAC's relationships with supporters, implementing PIAC's donor stewardship plan;
- Identifying funders (philanthropists, charitable trusts and corporate donors) that might be interested in funding priority projects;
- Developing cases for support, budgets and applications for funding for priority projects;
- Managing the engagement and regular communications with funders, including acquittal reports as required;
- Develop and manage successful fundraising and supporter events, including concept design and planning;
- Implement a program of fundraising activities, including direct-mail appeals, workplace and regular giving;

- Manage and analyse PIAC's donor database to record donations, donor contact and relationships information;
- Support the CEO and Deputy CEO in connection with fundraising and external relationships
- Other duties as reasonably required.

4. Knowledge, skills and experience

Essential

- Excellent communication and interpersonal skills.
- Excellent organisational skills and the ability to manage multiple tasks, competing priorities and complete activities on time.
- Fundraising experience, preferably including engagement with philanthropic trusts and foundations.
- Ability to develop and manage fundraising events and activities.
- Proficiency with Microsoft Office (including Excel, Word and Outlook) and experience with database/records management.
- High levels of motivation and initiative.
- Passion for social justice.

Desirable

- Experience using eTapestry or similar donor/client management database.
- Understanding of the community legal sector.

5. Salary

Salary: A competitive remuneration package will be negotiated with the successful candidate, in line with PIAC's Enterprise Agreement. PIAC is a Public Benevolent Institution and is currently able to offer salary packaging subject to PIAC's Salary Sacrifice Policy.

6. Applications

Your application should be no longer than 6 pages in total. An application should comprise a cover letter, CV, and a statement outlining your suitability for the role with reference to the selection criteria (see 'Knowledge, skills and experience' above).

Applications may be sent either by email to jobs@piac.asn.au or to:

The Selection Panel
Public Interest Advocacy Centre
Level 5, 175 Liverpool Street
Sydney NSW 2000

Inquiries about the position should be addressed to:

Annie Barker
Executive Assistant
abarker@piac.asn.au