

Our purpose

To reduce the rate and impact of cancer through best practice prevention, research and support.

Position description and person specification

Position title:	Senior Manager, Fundraising (Head of Fundraising)		
Unit:	Fundraising and Engagement		
Department:	Fundraising		
Location:	202 Greenhill Road, Eastwood		
Manager:	General Manager Fundraising and Engagement		
Employment:	Full Time Permanent		
Last updated:	March 2025	By whom:	General Manager Fundraising and Engagement

Cancer Council SA (CCSA)

- has worked resolutely since 1928 to deliver cancer research, prevention, and support services.
- is the state’s leading independent, cancer-related, non-government organisation, dedicated to reducing the impact of cancer for all South Australians
- invests in three main strategic objectives: prevention, research and support
- is uniquely positioned as a resource for action and a voice for change towards a cancer free future
- is committed to The National Principles of Volunteer Involvement and Management
- maintains a non-smoking workplace and provides assistance with quitting
- requires employees and volunteers to promote cancer-preventing healthy lifestyle practices and behaviours, as outlined in organisational policies.

Our core values are represented by three value statements:

 <p>Care</p> <p>We are driven to make a difference for all—those we serve, our teammates, our partners and ourselves.</p>	 <p>Integrity</p> <p>We strive to do the right thing always, act truthfully and honourably, be our authentic selves, be inclusive and embrace diversity.</p>	 <p>Excellence</p> <p>We work as one team and constantly push ourselves to be the best we can. We arrive every day inspired to make an impact through our talents, passion and commitment.</p>
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Unit role and objectives

Fundraising and Engagement

The Fundraising and Engagement (FE) area includes CCSA’s fundraising, communication, prevention and advocacy, marketing, and customer experience teams.

FE ensures a strategic and coordinated approach to our internal and external representation and enables the organisation to meet its objectives through strategy development, advocacy, brand positioning, fundraising and effective stakeholder relationships.

FE proactively positions CCSA as a leading charity and respected thought leader, through agenda setting with external stakeholders in media, government, industry, and the community. We drive strong support for CCSA from key external stakeholders and donors by showcasing our expertise and service offering. We activate our community through prevention programs, fundraising, powerful advocacy, strategic events and campaigns.

Position overview

The Senior Manager, Fundraising is responsible for leading three high-performing teams— Fundraising Events, Fundraising Campaigns, and Philanthropy—ensuring effective coordination to meet organizational outcomes. This role oversees CCSA’s fundraising partnerships, drives new opportunities, and manages donor stewardship, while meeting revenue targets and effectively managing the portfolio budget.

Additionally, the Senior Manager will collaborate across teams to drive strategic outcomes, lead digital fundraising growth, and enhance bequest plans to maximize support for CCSA's mission.

Reporting relationships

This position reports to:	General Manager Fundraising and Engagement
Number of staff reporting to position:	4 direct reports (12 across portfolio teams)

Key accountabilities (outcome based)

- provide effective leadership of three high performing teams (Fundraising Events, Fundraising Campaigns and Philanthropy) to meet organisational outcomes
- effectively oversee CCSA’s fundraising partnerships and campaign activity (including community, corporate and SA’s participation in national Cancer Council campaigns)
- drive new fundraising and philanthropy partnerships and engagement to meet strategic objectives
- oversee effective donor stewardship across supporter base (including major donor and corporate philanthropy relationship management)
- manage the portfolio budget, including setting and delivering on fundraising and philanthropy revenue targets and effectively managing expenses
- drive digital fundraising outcomes and grow CCSA’s regular giving and digital fundraising revenue

- oversee the Philanthropy team's bequest plan and actively grow the proportion of donors gifting in wills and engagement with bequest supporters
- effectively liaise with Cancer Council counterparts across Australia to leverage opportunities and represent CCSA's interests
- work collaboratively across CCSA (particularly as part of the F&E Senior Leadership team and with customer facing teams) to drive donor and strategic outcomes
- routinely monitor, assess and implement the latest developments in fundraising and philanthropy to embed a performance driven culture

Protect your own health and safety and that of others by:

- complying with and actively contributing to the development of organisational policy and safety systems
- following reasonable instructions and training and complying with organisational policy and safety systems
- identifying and reporting workplace hazards and incidents to their supervisor
- complying with CCSA's OHS&W policies and procedures
- providing a safe working environment for all staff (paid and voluntary), contractors and invitees
- ensuring that your staff (paid and voluntary), contractors and invitees comply with policies and procedures as updated from time to time

Special conditions

- the successful applicant must be a non-smoker
- intra/inter-state travel, out of hours and weekend work may be required
- appointment will be subject to a satisfactory police check, psychometric testing, and may require a further Department of Human Services clearance
- current driver's licence

Person specification (knowledge, skills and experience)

- experience leading successful fundraising teams and growing a fundraising/philanthropic supporter base
- stakeholder engagement, relationship management and influencing skills of the highest order
- demonstrated commercial acumen
- experience leading high performing teams in a dynamic environment
- highly proficient in effectively overseeing donor databases and growing first party data and donor engagement
- demonstrated experience in driving outstanding customer experiences
- excellent written and verbal communication skills
- proactive, autonomous, innovative, creative and highly organised
- ability to understand and interpret data and trends, and apply learnings

- relevant tertiary qualifications (business, management, marketing) and/or equivalent senior experience

Signatories

Incumbent

Name: _____

Signature: _____

Date: _____

Manager

Name: _____

Signature: _____

Date: _____