

Position Description Fundraising Generalist

Position Title	Fundraising Generalist
Position Type	Part-time (45.6 hours per fortnight)
Classification	Social, Community, Home Care and Disability Services Industry Award – Level 6.1
Salary	In accordance with the award.
Effective Date	18 December 2024
Reporting Line	This position reports to the CEO
Staff Responsibilities	None

About Stepping Stone:

Stepping Stone is an incorporated, not-for-profit organisation, dedicated to assisting people with mental illness to develop the skills and confidence necessary to live satisfying and productive lives in the community.

To this end, Stepping Stone Clubhouse Inc. operates a member-based Clubhouse founded on the Clubhouse International model (www.clubhouse-intl.org). Members attend the Clubhouse and participate in Clubhouse activities as a way of accessing opportunities to re-join the worlds of friendships, family, important work, employment, education, safe and affordable housing and social recreation, as well as access the services and supports they may individually need. A signature operating principle of Stepping Stone Clubhouse Inc. is that Members are active participants in the operation of the Clubhouse as well as service users. Members and Clubhouse staff work side by side in undertaking the day-to-day operation of the Clubhouse.

Stepping Stone Clubhouse Inc. is also an accredited National Disability Insurance Scheme (NDIS) provider.

Our Purpose Creating pathways to better mental health.

Our Vision A society that enables all people to become the best version of themselves.

Our team is committed to creating a culture that reflects the following core values:

We have **Purpose** We value **Enjoyment** We are **Agile** We **Belong** We are a **Community**

The range of revenue streams that Stepping Stone Clubhouse Inc. accesses include funds from NDIS, Queensland Health, Department of Social Services, the local Primary Health Network (PHN), corporate and philanthropic funders. This means that the regulatory environment in which it operates is complex and compliance requirements demanding.

Stepping Stone Clubhouse Inc is a community-based organisation committed to supporting adults living with mental illness by providing a safe, inclusive environment where members are empowered to reclaim their lives. Through vocational, educational, social, and health programs, we aim to reduce isolation and stigma while fostering independence, personal growth, and recovery.

Position Purpose:

The Fundraising Generalist is responsible for cultivating and maintaining corporate partnerships, as well as identifying, applying for, and managing grant opportunities. This position will work closely with the CEO, leadership team, and external stakeholders to secure funding that supports the organisation's mission. A key part of this role is fostering strong relationships with corporate partners, donors, grantors, and community stakeholders while aligning financial goals with Stepping Stone Clubhouse Inc.'s vision and purpose.

This position is responsible for:

- Secure Corporate Partnership opportunities that to support our purpose.
- Securing grants and sponsorships for the Clubhouse.
- Developing and maintaining a strong network of philanthropic donors who share our vision and purpose.

Position Duties:

	Key Responsibility Areas	
1.	Specific Corporate partnerships	<ul style="list-style-type: none">• Develop and implement a corporate partnerships strategy to engage businesses, corporations, and foundations in supporting Stepping Stone Clubhouse Inc.'s programs and initiatives.• Cultivate relationships with existing and prospective corporate partners, leveraging their support for financial contributions, sponsorships, in-kind donations, and volunteering opportunities.• Negotiate and secure partnership agreements, ensuring alignment with organisational goals and values.• Manage ongoing corporate partnership relationships, providing regular updates, reports, and acknowledgment of their contributions.• Organise and facilitate events or campaigns aimed at strengthening corporate relationships and increasing visibility of Stepping Stone Clubhouse Inc.• Engage the Clubhouses in developing Corporate Partnerships.
2.	Specific service delivery: Grants	<ul style="list-style-type: none">• Research, identify, and evaluate new grant opportunities that align with the organisation's vision, purpose and strategic goals.• Write, edit, and submit grant proposals to a number of sources including foundations, government agencies, and corporate funders.• Build strong relationships with corporate partners, philanthropic foundations, government agencies, and other stakeholders.
3.	Other Specific: Relationship Management and Reporting	<ul style="list-style-type: none">• Track and manage the grant process, ensuring compliance with deadlines, reporting requirements, and all necessary documentation.• Collaborate with Leadership Team and Clubhouses to gather data and develop budgets, reports, and metrics to support grant proposals and funding reports.• Maintain a database of corporate contacts, grant applications, deadlines, and funding reports.• Provide regular reports to the CEO on partnership and grant activity, as well as overall funding progress.• Work collaboratively with the Clubhouses to promote corporate partnerships and grant successes through various channels, including social media, newsletters, and annual reports.
4.	Other specific: Fundraising Support	<ul style="list-style-type: none">• Assist in planning and executing fundraising campaigns and events, ensuring corporate engagement and sponsorship where applicable.• Develop promotional materials, presentations, promotional material that showcase Stepping Stone Clubhouse Inc.'s and the role of corporate partners and grant funders.

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| | <ul style="list-style-type: none">• Collaborate with team members to generate innovative ideas for increasing corporate support and engagement. |
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Selection Criteria:

Essential Requirements:

- Proven experience in corporate partnerships, grant writing, or fundraising within the not-for-profit sector.
- Strong understanding of grant application processes, including proposal writing, budgeting, and reporting.
- Excellent relationship-building skills with the ability to engage with corporate partners, donors, and stakeholders at all levels.
- Exceptional written and verbal communication skills, including the ability to craft compelling narratives for grant proposals and corporate pitches.
- Highly organised with strong project management skills and attention to detail.
- Ability to work independently and as part of a team in a fast-paced, dynamic environment.

Well Regarded Qualities:

- Experience in the Not-for-Profit sector.
- Established network of corporate contacts and philanthropic foundations.
- Experience with fundraising software and donor management databases.
- Familiarity with government funding opportunities and compliance requirements.

Personal Attributes:

- Passionate about mental health advocacy and the mission of Stepping Stone Clubhouse Inc.
- Strong interpersonal skills with a collaborative and positive approach.
- Results-driven, with a focus on achieving targets and outcomes.
- Flexibility to adapt to changing priorities and new challenges.

Key Performance Indicators:

- Number of new corporate partnerships established.
- Value of corporate sponsorships and maintaining relationships.
- Success rate of grant applications and funding proposals.
- Timely submission of grant reports and compliance with funding requirements.
- Level of engagement and satisfaction among corporate partners and stakeholders.

Stepping Stone Clubhouse Inc. strives to achieve a diverse and inclusive working environment and therefore encourages a diverse range of candidates to apply for all positions including Aboriginal and Torres Strait Islander people, LGBTQIA+ communities and Culturally and Linguistically Diverse backgrounds.