

Outreach Specialist

The Position

The Outreach Specialist builds relationships with key supporters (e.g. high value supporters, trusts and foundations and/or confirmed bequestors) to deliver income targets and other KPIs.

The Outreach Specialist works closely with other members of the Key Relationships team and other stakeholders across the organisation to deliver their work plan.

Employer	The Wilderness Society Ltd	Department	Membership & Fundraising
Location	Brisbane, Sydney, Melbourne or Hobart	Level	4
Tenure	Permanent or Temporary	Hours	22.5-37.5
Reports to	Key Relationships Manager	Roles reporting to	N/A

Responsibilities

Key Responsibilities
<p>Independence & Accountability</p> <ul style="list-style-type: none"> • Work autonomously to deliver income targets and other KPIs • Support manager in reviewing, planning, implementing and administering the Key Relationships program <p>Communication, Collaboration & Relationships</p> <ul style="list-style-type: none"> • Manage relationships with existing key supporters • Build a pipeline of key supporter prospects <p>Systems, Policies & Processes</p> <ul style="list-style-type: none"> • Demonstrate understanding of obligations to comply with legislation, regulations, internal policies and best practice (specifically PCI DSS, Privacy Act and standards for customer care and complaints resolution) • Comply with Work, Health, Safety and Wellbeing (WHSW) policies and procedures • Actively participate in the identification and mitigation of risks within the organisation's risk management framework • Adhere to the Public Fundraising and Regulatory Association (PFRA) standard, FIA Code and other compliance requirements at all times <p>General</p> <ul style="list-style-type: none"> • Consistently achieve personal targets in accordance with agreed KPIs



- Maintain an up to date understanding of TWS campaigns
- Participate in team meetings and other activities as required
- Some travel may be required from time to time

Knowledge and Skills

Essential	Desirable
<ul style="list-style-type: none">• Commitment to TWS values• At least three years' experience in a similar role• Excellent networking and interpersonal skills and ability to communicate with a range of people• Excellent time management and organisational skills, ability to manage multiple projects, events, and deadlines and work well under pressure• Excellent communication skills including public speaking, ability to convey complex concepts simply and succinctly• Digital literacy and proficiency in systems including databases, digital conferencing tools, social media	<ul style="list-style-type: none">• A history of successful grant applications• Ability to work autonomously and as part of a collaborative team• A proven commitment to and understanding of the not-for-profit sector

Managing for Performance Process

Formal	Informal and Ongoing
<ul style="list-style-type: none">• Induction (4 weeks)• Probation (3/6 Months)• Performance Conversation (1 annually)	<ul style="list-style-type: none">• Team Meetings (weekly or fortnightly)• Manager & Employee One on One's (weekly, fortnightly or monthly)