

	REF: JOB NUMBER: 129:2010 Position Description
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Position Title: FUNDRAISING AND EVENTS COORDINATOR	
LOCATION: Killian's Walk, Bendigo TENURE: Permanent	CLASSIFICATION LEVEL: In accordance with the St Luke's Anglicare Collective Agreement 2008 (inclusive of above award rates). Administration Officer 3 (AO3) Year 1 - 3 \$52,603 – \$54,665 per annum (pro rata) Attractive salary packaging and tax benefits are offered with this position. St Luke's also offers an above award additional one week of leave per annum.
TIME FRACTION: 0.6 EFT (22.8 hours per week)	REPORTING TO: Deputy Chief Executive Officer (CEO)
SERVICE AREA: OFFICE OF THE CEO	PROGRAM: BUSINESS DEVELOPMENT - FUNDRAISING

PURPOSE OF THE POSITION

The Fundraising and Events Coordinator is responsible to implement the Agency's fundraising and events plans and activities, develop partnerships with philanthropy, the corporate sector and the broader community, and identify opportunities to create a sustainable funding base for St Luke's.

Reporting to the Deputy Chief Executive Officer, this dynamic and varied role supports all aspects of the St Luke's Marketing, Communications and Fundraising strategy.

KEY RESPONSIBILITIES AND TASKS

- Develop, coordinate and assist in the implementation of St Luke's Fundraising Business Plan, including budget management and appropriate work plans
- Monitor, evaluate and report on the Fundraising Plan against key performance indicators
- Identify and pursue sponsorship, community and government fundraising opportunities, partnerships and events by cultivating relationships with supporters
- Responsible for direct marketing appeals and donor acquisition campaigns
- Maintain up to date fundraising records and a database including responsibility for associated administration functions e.g. receipting and acknowledgements
- Provide fundraising expertise/advice to regional offices
- Responsible for donor recruitment and development
- Undertake research to identify areas of potential growth and new fundraising programs/activities
- Develop and coordinate fundraising initiatives such as bequests, planned giving, major gifts and capital appeals
- Assist Business Development team members in the development of relevant marketing and fundraising materials and activities
- Source and manage volunteers to assist with events
- Deliver presentations as a guest speaker at local community events, as required

ACCOUNTABILITY AND AUTHORITY (inc. key stakeholders)

The Fundraising and Events Coordinator works with is accountable to the Deputy CEO for all aspects of fundraising by the Agency.

Key stakeholders include:

Internal Contacts:

- CEO and Deputy CEO
- Executive and Senior Management Team
- St Luke's Staff

External Contacts:

- Local, State, Federal Government representatives
- Community Service organisations
- Members of the business community
- General public

This position is responsible for undertaking daily duties with best practice approach, complying with relevant legislation and reporting any known breaches to the line manager. The person fulfilling this role should understand the nature of risk, such as OH&S and client risks, and the importance of complying with service standards and ensuring a service of the highest possible quality.

KEY SELECTION CRITERIA

PLEASE ADDRESS THESE IN YOUR APPLICATION

1. Demonstrated experience in researching and identifying donors and securing donations in line with annual fundraising targets
2. Very strong written and oral (presentation, telephone, face to face) interpersonal and communication skills
3. Ability to influence and maintain relationships with a range of individuals and groups
4. Knowledge of MS Office programs to an intermediate level
5. High quality written and verbal communication skills
6. Ability to develop and achieve financial targets
7. Very strong understanding of fundraising and income generating strategies
8. Proven record of success in acquiring, developing and retaining donors
9. Experience in development of donor database
10. Well developed time and project management skills
11. Ability to develop and monitor budgets for fundraising activities
12. Current Victorian drivers licence

QUALIFICATIONS AND EXPERIENCE

- Demonstrated fundraising experience and a strong understanding of fundraising income generation strategies
- Proven ability to develop strategies to acquire, develop and retain donors
- Relevant tertiary qualification

Highly Desirable

- Member of Fundraising Institute of Australia
- Experience in writing grant applications and funding submissions

INHERENT REQUIREMENTS OF THE POSITION

1. Appointment to this position will be subject to a police check and Working with Children Check (if applicable).
2. Resilience to work with and support clients who have been exposed to trauma, violence or neglect.
3. A commitment to and understanding of, the principles and practice of cultural competence.
4. Participation in the supervision process.
5. A basic working knowledge of computers and Microsoft office programs.
6. A good understanding of the core values of the organisation and an understanding of the need for discretion and confidentiality
7. Use of a computer with screen is required.
8. Use of a mobile phone and company car on occasions.
9. The position requires sitting for prolonged periods of time, working on computer.
10. Some domestic travel may be required on occasions.
11. Some out of hours and weekend work may be required at times.

PERSONAL VALUES

All employees must commit to and respect the values of St Lukes – Respect, Hope, Fairness Quality, Commitment, Community and Openness, uphold confidentiality, be trustworthy, and adhere to St Luke's Code of Conduct Policy. All employees need to have a belief in and understanding of the principles of strengths based practice (refer to St Luke's Employment Information Guide for further information).

PERFORMANCE REVIEW

There is a 6-month probationary period with negotiated expectations for all positions within St Luke's. A performance review is conducted annually with all staff.

PROFESSIONAL DEVELOPMENT

All employees are provided with the opportunity to attend, and expected to attend, agreed training courses as identified through self evaluation, discussion with position supervisor, annual reviews or other appropriate methods.

DOCUMENTATION

All employees must complete and maintain all documentation in accordance with organisational policies and procedures, and relevant quality standard requirements to contribute to continuous improvement in the agency.

It is an expectation that all employee's familiarise themselves with, and abide by all organisational policies and procedures, which may change from time to time.

OCCUPATIONAL HEALTH & SAFETY

As an employee of St Luke's you are required to take reasonable care of your own health and safety, and the health and safety of anyone else who may be affected by your acts or omissions at the workplace. All employees must co-operate with management, the OH&S Officer and OH&S Reps with respect to action taken to comply with OH&S requirements. All employees are responsible for contributing to the OH&S management system by the active identification and reporting of hazards and environmental risks.

To submit your application please click on the following email address
HR@stlukes.org.au

APPROVAL OF POSITION DESCRIPTION

To be signed by line manager

Manager

Name: _____ Signature: _____ Date: _____

Next Up Manager

Name: _____ Signature: _____ Date: _____

ACCEPTANCE OF POSITION DESCRIPTION REQUIREMENTS

To be signed upon appointment

Employee

Name: _____ Signature: _____ Date: _____