



POSITION DESCRIPTION

Position Title	Community Fundraising Coordinator
Reports to	Manager, Development and Partnerships
Direct Reports	N/A
Hours of Duty	Part time 4 days
Date prepared	2022
Award	Social, Community, Home Care and Disability Award

1. ORGANISATIONAL INFORMATION

Organisation Statement of Purpose

We change the lives of people living with disability by providing personalised equipment, technology and services.

Our Values

- **Team:** We are a team who engage through respectful, honest communication and collaborative interactions.
- **Client-Focused:** We are enthusiastic about finding solutions for our clients. We listen and are responsive.
- **Creativity:** We value and encourage innovative thinking.
- **Supportive:** We foster an environment that values and recognizes contributions from all.
- **Expertise:** We provide clever, high quality, cost-effective products.

2. POSITION PURPOSE

The purpose of this role is to ensure that the corporate partnerships and community fundraising programs are effectively managed and coordinated to generate funds for Solve-TAD operations and projects.

3. ORGANISATIONAL RELATIONSHIPS

The Community Engagement Coordinator reports directly to the Manager, Development and Partnerships and will also work collaboratively with other workers in the organisation, particularly those within the Development team.

4. KEY RESPONSIBILITIES

1. Promotions/Public Relations

Identify and develop relevant corporate partners for Solve-TAD, generate leads and build relationships through media, print, face-to-face, networking, online and other public mediums.

2. Corporate Partners

Identify and develop relevant corporate partners for Solve-TAD, generate leads, build relationships, coordinate internal processes, and represent the organisation in line with the corporate partnership strategy.

3. Marketing and Fundraising

Develop targeted promotional, marketing and fundraising materials which may include print and social media, audio visuals, presentations and the use of fundraising platforms to achieve peer-to-peer and community fundraising targets

4. Communication

Develop targeted promotional, marketing and fundraising materials which may include print and social media, audio visuals, presentations and the use of fundraising platforms to achieve peer-to-peer and community fundraising targets.

5. Operational Support

Provide operational support for marketing and fundraising activities.

Assist in the preparation of partnership submissions, reports, and publications.

Contribute to the achievement of department goals within budget and specified timeframes.

6. Database

Effectively manage donor information on the database and ensure records are kept up to date and accurate and that information is reliable. Produce reports and statistics relating to the performance of fundraising events and partnerships.

5. SELECTION CRITERIA

5.1 Knowledge and skills

Essential

- Ability to design, write and edit and broad range of communications
- Working with donors and/or customer service in a not-for-profit organisation
- Advanced communication and relationship building experience.
- Experience working with peer-to-peer fundraising and workplace giving platforms.
- Microsoft Office skills in particular Excel

Desirable

- Salesforce experience
- Understanding of the not-for-profit sector
- Previous experience working with volunteers, seniors and people with disabilities
- Graphic arts / design skills e.g. Adobe InDesign, Photoshop etc.
- Awareness of fundraising legislation and best practice for charity guidelines

5.2 Personal Attributes

- Ability to work with a high degree of autonomy
- High degree of attention to detail and analytical skills
- Ability to influence others and willingness to participate in the activities of the wider organisation

- Well developed verbal and written communication skills

5.3 Experience/Qualifications

- Relevant tertiary qualifications and/or related skills and experience
- Drivers licence
- Mandatory checks- NDIS Screening and Working with Children's check

6.0 Other relevant Information

- Comply with Solve-TAD policies, procedures, organisational goals and values. Work in a manner that is without risk to self, other employees, visitors, contractor, general public and volunteers
- Under the supervision of the Manager, Development and Partnerships the incumbent will; contribute to quality improvement activities as relevant to the position, participate in team meetings and other meetings relevant to the position, contribute to the development and review of policies and procedures, participate in the Performance Management Planning and Review process.
- This position requires sitting at a desk and using a computer for most of the time which may involve repetitive or sustained postures and movement.
- Solve-TAD makes superannuation guarantee contributions to a complying fund of your choice, or our default fund.
- Salary packaging is offered to reduce income tax, available on appointment
- Solve-TAD is an equal opportunity employer we value diversity and encourage applications from indigenous people, people with disabilities and people from culturally and linguistically diverse backgrounds.
- All staff are required to maintain confidentiality of client and volunteer information

Boundary Restraints

This position reports directly to the **Manager**, and is responsible for duties and responsibilities that are contained within the position description.

This position description is subject to review and may change in accordance with the needs of Solve-TAD, its operations and its clients.

I have read this document and agree to undertake the duties and responsibilities listed above. I acknowledge that additional or other duties and responsibilities may be allocated to me.

I....., accept the position as specified above.

Signed by employee_____ Date_____

Signed by manager_____ Date_____