

POSITION DESCRIPTION

Position Title:	Fundraising Coordinator
Location:	SEQ
Employer:	Bravehearts
Terms:	Full Time SCHCDS Award 2010 Level 5
Reports to:	Head of Community Engagement



Our Vision

To make Australia the safest place in the world to raise a child.

Mission Statement

Our Mission is to prevent child sexual assault in our society.

Guiding Principles

Our Guiding Principles are to, at all times, do all things to serve our Mission without fear or favour and without compromise and to continually ensure that the best interests and protection of the child are placed before all other considerations.

Purpose of Position:

The Fundraising Coordinator is responsible for visualising, researching, developing, maintaining and delivering effective fundraising and revenue raising initiatives, activities and tasks. This role is focussed on increasing Bravehearts fundraising capacity and realised revenue including managing Grant applications and funding submissions.

This role will involve a creative, consultative and solution-focused approach, collaborating with others in the Community Engagement Team (CET) as well as across the organisation in achieving the support necessary to achieve the desired outcome.

The role reports to the Head of Community Engagement.

Term of Appointment:

Full Time Permanent

SCHCDS Industry Award Level: 5

Reporting Relationships

This position reports to the Head of Community Engagement

Key Tasks, Responsibilities and Performance Indicators:

- Project manage maintenance and growth of existing fundraising products ensuring relevance and currency (ie Merchandise, WorkPlace Giving, Bequests, Tins, P2P, Sponsor a Child, RoundUp 4 Kids, etc)
- Identify new and emerging fundraising programs, merchandise and opportunities
- Managing and submitting Grants in collaboration with EA to CEO
- Manage and Maintain Bravehearts Wish List
- Lead the 'Gratitude Strategy', structure and implementation' for donors and supporters of Bravehearts (letters, ThankShoe Awards)
- Prepare Sales guides and instructions for the promotion of Bravehearts products, services and donor opportunities
- Manage and Maintain events Calendar and update the CET Calendar
- Review and maintain relevant website pages
- Work in close collaboration with Events and Third Party Events Coordinators and all members of the CET

Key Areas of Responsibility:

- Visualising, researching, developing, maintaining and delivering effective fundraising and revenue raising initiatives, activities and tasks including but not limited to;

- Proposing, creating and delivering effective new fundraising opportunities and collateral while being cognisant of risk management, WHS, public message, and day –to-day financial management;
- Creating and overseeing the administration of fundraising projects including bequests, sponsor a child, Work Place Giving, Tins;
- Review and maintain relevant website pages;
- Working with and supporting all other members of the Community Engagement team across Events, Relationship Management, Communications, Marketing, PR, Events and Database administration to maximise revenue returns;
- Identify new and emerging fundraising opportunities;
- Maintain the organisations Wish List;
- Identify and supervise Merchandising opportunities;
- ‘Gratitude’ strategy Management: thank you letters, ThankShoe Awards etc;
- Sales guidelines and collateral;

Other:

- Take part in bi-annual Planning and Support Sessions;
- Partake in self- care activities.

Personal Specifications:

Qualifications/Experience

- Tertiary qualifications in fundraising preferable;
- Previous experience in product development and delivery within the charity sector;
- Relevant professional membership.

Personal Qualities

- The appointee should have personal qualities of integrity, sound judgement, high levels of communication, interpersonal and negotiation skills and respect for individuals;
- The appointee will have a happy and positive disposition and a can do attitude;
- The capacity to work enthusiastically within the parameters of the Bravehearts mission and Vision for an optimum contribution to preventing harm to children and responding to the needs of children who have been sexually assaulted, their non-offending family members and primary caregivers;
- Principles of social justice will underpin the appointee’s practice.

Skills and Abilities

- High level of written and verbal communication skills, including the ability to write professional correspondence and to articulate complex messages;
- Strong fundraising flair and expertise and experience in the not for profit environment;
- Advanced use of Microsoft office suite and strong keyboard skills;
- Working with Children (Blue Card), valid Driver’s Licence and willingness to obtain a National Police Certificate are essential to this role.

I, _____ acknowledge that I have no past or pending convictions or allegations in relation to harming a child or acting inappropriately toward them nor have i ever deliberately harmed a child or acted inappropriately toward them.