

## POSITION DESCRIPTION

**Position Title:** Fundraising Administration Assistant  
**Location:** Gold Coast  
**Employer:** Bravehearts  
**Reports to:** Commercial Director  
**Remuneration:** Clerks Level 3



### **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 and exploitation 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.

### **Guiding Values**

Our guiding values are to at all times do all things to serve our Mission with uncompromising integrity, respect, energy and empathy, ensuring fairness, justice and hope for all children and those who protect them.

### **PURPOSE OF POSITION:**

Key purpose of the role is to successfully coordinate and project manage Claude the Mowerman Harvey, and his trips across Australia raising money for Bravehearts. Claude has raised over \$1,000,000 for Bravehearts over ten years. He has a goal to raise another million in five years. The Fundraising Administration role will help facilitate Claude's fundraising efforts and ensure cost effective trips to ensure the maximum amount possible raised goes to the cause. This will be done by connecting with the local community to promote and support Claude on his endeavours, including local government and media, to maximise Claude's donations.

The role will also provide support to the Community Engagement Team where required, performing tasks such as sourcing donated products for Bravehearts to auction, and cold calling potential donors, and other administrative tasks.

The Fundraising Administration Role is a semi-autonomous role that will be supported by the Commercial Director and Community Engagement Team.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

#### **Key Areas of Responsibility**

- Plan and manage Claude's trips, including all accommodation, meals, and logistics through to completion including reconciliation of funds collected and allocated, and reported to management;
- Source fundraising permits from councils and shopping centres;
- Source donations to cover Claude's expenses, including accommodation and meals
- Liaise and coordinate managing relationships with local community groups, governments, schools and child care centres and shopping centres, to ensure the success of Claude's trips;
- Negotiate contracts, donations and gifts in kind with service providers, venues etc., at all times ensuring the best possible financial outcome for Bravehearts from Claude's trips;
- Moderate Claude's social media accounts
- Act as a key contact between all stakeholders;
- Develop and manage timelines, run sheets etc.;
- Oversee and delegate media responsibilities to a member of the Community Engagement team, and follow up with media to ensure they have the correct run sheet and media call details;
- Ensure the budget, financial reconciliation and all matters relating to Claude and his expenses are recorded and monitored;

- Maintain and grow strong relationships with all stakeholders and establish good and effective communication lines;
- Provide support to the Community Engagement and Fundraising Team as required, including sourcing donated products and cold calling potential donors,
- Manage, coordinate and assist in placement of volunteers who are raising money on behalf of Bravehearts;
- General administrative tasks; and
- Update relevant website pages.

**Qualifications/Experience:**

- Minimum 2 years of experience in a similar role;
- Proven track record in managing supporter relationships and meeting financial targets;
- An eye to detail to ensure the highest level in organisation, to ensure all trips run smoothly, and relevant donors are thanked properly
- Knowledge of and/or experience working in the non-profit sector; and
- Knowledge of fundraising.

**Personal Qualities:**

- Energetic and creative;
- Results orientated;
- Respect for privacy and confidentiality;
- The appointee needs to possess personal qualities of integrity, sound judgement, empathy, and respect for individuals;
- The capacity to work enthusiastically within the parameters of the Bravehearts mission and philosophy and to its vision for an optimum contribution to the protection of children from harm and to protect children and young people who have experienced sexual assault, their non-offending family members and primary caregivers;
- Principles of social justice will underpin the appointee's practice;
- Must have or be willing to apply for a CCYP Working with Children Check (Blue Card) and National Police Certificate; and
- Candidates must possess a driver's licence.

**Skills and Abilities:**

- Outstanding communication skills;
- Friendly and confident telephone manner;
- Ability to communicate effectively with internal and external parties;
- Excellent literacy, including ability to write professional and error free correspondence;
- Strong attention to detail with excellent organisational and planning skills;
- Results orientated, experienced delivering within tight timescales;
- Proactive self-starter with innovative and creative abilities;
- Reliable and autonomous;
- Excellent time management skills with an ability to re prioritise quickly and effectively;
- Ability to develop strong stakeholder, donor and corporate relationships through effective interpersonal, negotiation, mediation and representation skills;
- A sound understanding of the effects of child sexual assault on the individual, family, interpersonal, and societal level;
- Ability to work well within a team environment; and
- Intermediate use of Microsoft office suite and keyboard skills.

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. I will immediately inform my manager of any charges of child sexual assault or interpersonal violence.

I have read, agree and understand my position description. I understand that any inappropriate behaviour towards children on my part may lead to me being stood down from my position, and any prosecution of child sexual assault, or violence towards person, whether at work or not, may lead to immediate termination of employment. I declare that there is no medical or other condition which would stop me from undertaking the duties listed.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_