



# Position Description: Fundraising Coordinator

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| <b>POSITION TITLE</b> | Fundraising Coordinator  |
| <b>DATE:</b>          | July 2021  |
| <b>LOCATION</b>       | Sydney-based: 47 Herbert St, Artarmon, 2064 with occasional travel to Newcastle office 155-157 Lambton Rd, Broadmeadow, 2292 |
| <b>REPORTS TO</b>     | Community Fundraising Manager  |
| <b>STATUS:</b>        | Full time  |
| <b>HOURS:</b>         | 38 hours per week  |

**Employee's Signature:** \_\_\_\_\_

**Employee Name:** \_\_\_\_\_

## Position Overview

The Fundraising Coordinator is a key part of the Variety NSW/ACT Fundraising team

## Reporting

The Fundraising Coordinator reports to the Community Fundraising Manager.

## Key Responsibilities

### Hair With Heart

- Fundraising support across Hair with Heart focusing on the donor journey.
- Working with the peer-to-peer fundraisers to ensure fundraising campaigns are optimised and continually progressing. Support maintenance of support survey satisfaction rating of 98%
- Support the day to day operations of HWH program.
- Ensure timeliness in response to enquiries, fundraisers and supporters.
- Supporting growth in annual fundraising amount.
- Coordinate Hair with Heart volunteers.
- Work with marketing to create a pipeline of social content and ensure correct responses to online enquiries are made in a timely manner.

### Corporate Partnerships

- Managing corporate partners under the value of \$30,000 per annum.
- Assist the Community Fundraising Manager to grow the Workplace Giving Program
- Attending corporate partnership meetings to engage and renew partnerships

### Other Accountabilities

- Variety is committed to ensuring compliance with all Equal Employment Opportunity and Workplace Health & Safety requirements and keeping the workplace safe and hazard free at all times
- Other reasonable duties as required
- Ensure Variety is promoted in a positive manner at every opportunity
- Adheres to Children and Young Persons (Care and Protection) Act 1998 (NSW)
- Build the profile of Variety NSW/ACT in the local community and Variety nationally – work as a representative of Variety NSW/ACT on the National Fundraising and Events Committee.

## Key Skills

- Community fundraising or donor services experience key to success in this role.
- Develop and support relationships with donors and stakeholders
- Manage and co-ordinate donor journey communications
- Develop and manage community and peer-to-peer fundraising initiatives
- Keep up-to-date and accurate donor records, ensuring the integrity and accuracy of the database
- High level of computer literacy (knowledge of fundraising, Raisers Edge, Active Campaign and Google sheets would be an advantage).

## Personal Attributes

- A strong work ethic, trustworthy and reliable.
- Patience with a love of chatting to fundraisers
- Gregarious, confident and personable character.
- Highly motivated, with a willingness to cover all nature of tasks and do whatever needs doing.
- Innovative, flexible and adaptable with an ability to thrive under pressure and enjoy new challenges.
- Compassionate attitude and understanding of the needs of people in crisis.
- Strong interest in how to benefit Australian children who are sick, disadvantaged or living with special needs.
- Working with Children Check

## KPIs

To be determined in concert with successful applicant.