

Position Description

Position title:	Community Fundraising Coordinator
Department:	Communications and Fundraising
Reports to:	Community Fundraising and Events Manager
Job type:	Ongoing full-time role
Date:	February 2020

ABOUT THE FOUNDATION

The Alannah & Madeline Foundation was set up in memory of Alannah and Madeline Mikac, aged six and three, who were tragically killed with their mother and 32 others at Port Arthur, Tasmania, on 28 April 1996. In memory of his daughters, Walter Mikac and a small group of volunteers set up the Foundation with the belief that all children should have a safe and happy childhood without being subjected to violence. The then Prime Minister launched the Foundation on 30 April 1997.

The Foundation:

- identifies issues that adversely affect the wellbeing of children; we work to help them recover, and protect them from bullying and violence.
- works across the spectrum of prevention and care to deliver state-of-the-art, evidence-based programs and products.
- works with the best minds to identify and reduce significant threats to children's safety through innovation and partnerships.
- speaks out on the need for systemic change to build a supportive and safe society.

The Foundation is committed to child safety. Our Child Safe Policy outlines our safe practices for children. Our values are Caring, Friendliness, Respect, Responsibility, Valuing Difference and Including Others.

POSITION IN CONTEXT

Reporting to the Community Fundraising and Events Manager, the Community Fundraising Coordinator has accountability to manage and support the effective development of stakeholder relationships across fundraising and volunteers and to achieve fundraising targets and other key performance indicators.

This role will also support Community Fundraising for the part of the Foundation known as Dolly's Dream. Dolly's Dream was set up in memory of Dolly Everett, aged 14, who took her own life after an extended period of bullying and cyberbullying. Dolly left behind her parents Tick and Kate and her sister Meg, who are now focused on using the money that has been kindly donated by the community to help prevent other families from going through the same devastating experience.

Position Description cont.

FREEDOM TO ACT

- The Community Fundraising Coordinator works according to the policies and procedures of the Alannah & Madeline Foundation.
- The Community Fundraising Coordinator can execute the Fundraising Strategy as part of the overall Funding Strategy, as agreed with the Community Fundraising and Events Manager.
- The Community Fundraising Coordinator, in liaison/consultation with the Community Fundraising and Events Manager, Head of Fundraising and CEO/Senior Leadership, can assist to develop long-term partnerships with relevant stakeholders in Australia and overseas.

MAJOR JOB RESPONSIBILITIES

- Coordinate community fundraising activities for the Alannah & Madeline Foundation and Dolly's Dream focusing on individuals and community groups to raise funds, generate and increase support and awareness. These groups include schools, third party fundraisers, community groups and businesses.
- Respond in a timely manner to fundraising enquiries via phone and email.
- Keep accurate records of all enquiries, fundraising activities and supporter communications.
- Support the management of the Alannah & Madeline Foundation and Dolly's Dream fundraising online internal and external platforms to support fundraising activities.
- Coordinate the volunteering program for the Alannah & Madeline Foundation and Dolly's Dream, recruiting volunteers for our events, liaising with our volunteer database and supporting other departments with their volunteer requirements.
- Contribute to the overall success of the Community Fundraising team through collaborative and cohesive relationships across Foundation.
- Other tasks as directed by the Community Fundraising and Events Manager, Head of Fundraising, CEO and Senior Leadership team.

KNOWLEDGE, EXPERIENCE AND REQUIREMENTS

- Experienced fundraiser (minimum two years), preferably in the community fundraising area. (Essential)
- Experience building and engaging a volunteer network. (Essential)
- Knowledge of fundraising database systems (preferably Raiser's Edge).
- Demonstrated ability to build strong and enduring relationships with community members.
- Ability to manage numerous projects simultaneously, with good attention to detail.
- Ability to work autonomously on clearly defined projects, and in a small team.
- Well-developed communication skills, experience and maturity to relate effectively with internal and external stakeholders.
- Commitment to work outside standard office hours for key events.
- Working with Children Check and Police Check.