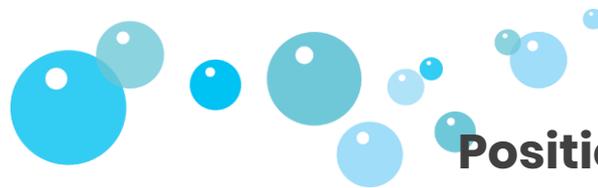


## Position description

### Fundraising Support Officer

<b>Reports To</b>	Fundraising Manager
<b>Location</b>	Orange Sky Australia HQ, Brisbane
<b>Employment Status</b>	Full Time
<b>Role Purpose</b>	<p>The Fundraising Support Officer's role is to assist the fundraising team with effective delivery and execution of activities and campaigns across a variety of fundraising streams. You'll provide high level administrative support, working both autonomously and in a team environment.</p> <p>As a member of the team, you'll assist with administrative support, campaign planning, execution and analysis as well as other tasks as required.</p>
<b>Role Relationships</b>	<p>You will develop close working relationships with all internal and external stakeholders that enable you to perform your role effectively and help grow fundraising at Orange Sky.</p> <p>In particular, this role relies on building excellent working relationships with the fundraising team and both internal and external stakeholders as a whole.</p>
<b>Role Responsibilities</b>	<p>Key responsibilities for this role include:</p> <p><b>Administrative Support</b></p> <ul style="list-style-type: none"> <li>- Supporting the execution of Orange Sky's campaign activity by loving and thanking our donors and supporters, as well as providing reports and updates of the impact of their fundraising.</li> <li>- Collaborating with the fundraising team, marketing team, tech team and relevant leaders to execute meeting follow ups and the cultivation plan for key contacts and groups</li> <li>- Provide support for meetings, events and presentations, including briefings for the Board and Senior Leadership Team, and compilation of meeting minutes and agendas</li> <li>- Collaborate with and support other fundraising and campaign tasks as required across Fundraising Managers, Co-Founders and other leaders as requested</li> <li>- Research, identify and engage with a variety of potential donors</li> <li>- Assist with administrative tasks and support, including preparing correspondence and communications on the fundraising team's behalf, briefing information, developing donor correspondence, data cleansing and other ad hoc tasks as requested</li> </ul> <p><b>Campaign Execution</b></p> <ul style="list-style-type: none"> <li>- Liaise with other departments and external stakeholders to ensure the efficient planning and execution of fundraising campaigns across a variety of mediums such as emails, mail, social media, content marketing, website and other channels Identify</li> </ul>





and execute system and process improvements to increase efficiency and effectiveness

### **Fundraising Execution**

- Be responsible for achieving a revenue target. Support the achievement of revenue targets for fundraising campaigns/projects and track, measure and report on progress against targets.
- Respond to and analyse enquiries and requests from a variety of internal and external stakeholders.
- Identify scalable/repeatable solutions for proactive and reactive fundraising opportunities

### **Selection Criteria**

The applicant will have:

- Experience in a similar role
- Excellent presentation and interpersonal skills, with the ability to build and maintain honest relationships
- A strong communicator in written, verbal and digital environments
- Be analytical in your approach to growth and fundraising opportunities
- Have a growth mindset and a willingness to learn and problem solve
- A proactive attitude, highly organised and willing to give things a crack while prioritising conflicting deadlines
- Strong skills and experience using Microsoft and internet based applications, including project management programs, fundraising platforms, and CRM databases
- Ability to maintain confidentiality and discretion at all times
- Commitment, drive and passion for our cause

