



## Fundraising Fellowship and Volunteer Officer/Coordinator

### Position Description

<b>Employer:</b>	Climate for Change
<b>Responsible to:</b>	Fundraising and Marketing Manager
<b>Location:</b>	1 Tripovich Street, Brunswick 3056 VIC
<b>Work Type:</b>	Part time (0.6 FTE, 3 days per week)
<b>Salary:</b>	Starting at between \$51,2017 and 56,328 p.a. ( <u>pro rata</u> ) plus super*

\*Starting salary will depend on your level of experience. Salaries are currently being reviewed by the Board and will be most likely increased substantially in March

This is an exciting opportunity for someone with passion, commitment and drive to make a big difference to the way Australia responds to climate change. This role would ideally suit someone with a community organising background who is also comfortable with fundraising, particularly peer-to-peer.

We are looking for a people-person who loves meeting and creating genuine relationships with others who are passionate about solving the climate crisis. You are good at inspiring and enabling people to take on new activities in aid of the things they are passionate about. You have a positive attitude to work and life, and love speaking to people of all walks of life and different backgrounds.

Apart from exceptional interpersonal skills, you are experienced or interested in a career in nonprofit program coordination, community organising and/or volunteer management. The thought of developing and delivering training workshops in the areas of social change, communications and fundraising excites you.

The role is currently for 12 months, but likely to be extended beyond that subject to funding and performance. Our intention is that this will be an ongoing role and may increase to four or even five days a week over time.

### About Climate for Change

Climate for Change (C4C) is a volunteer-powered not-for-profit based in Melbourne. Our mission is to create the social climate in Australia for real action on climate change.

We know our leaders, political and otherwise, will not do what is needed on climate change without a critical mass of Australians demanding and supporting such action. We know the majority of Australians do support action on climate change, but this support is passive and easily displaced by issues that people feel closer to, less confused about and more able to act on. We know one of the best ways to create deep and active commitment is through conversations with people we trust.

C4C aims to bring climate change to the forefront of public concern by: engaging in conversation with people who are sympathetic to action, but not yet engaged with or active on the issue; then inspiring and supporting them to take effective action and to have meaningful conversations with their family and friends about climate change.



We are the only organisation in Australia dedicated to supporting people to have more effective conversations about climate change.

Further information is available at our website: [www.climateforchange.org.au](http://www.climateforchange.org.au).

## About the Role

In this role, you will manage all aspects of our annual Fundraising and Communications Fellowship. The Fellowship is a four-month program, each year training a cohort of people passionate about climate action and social change, with the aim of teaching volunteer Fellows skills they can put into practice during our main annual peer-to-peer campaign where they are expected to recruit friends and fundraise themselves.

Since 2016, through the Fellowship we trained over 100 people in skills including fundraising, communications, campaigning and community organising. In 2020, our Fellowship was rolled out online (due to Covid-19) and we trained over 40 people across Australia, who fundraised and recruited friends as part of our annual peer-to-peer campaign which raised \$300,000.

You will manage all aspects of the Fellowship, from planning and delivering the training content and alumni program, to running the day-to-day aspects of the Fellowship each year. You will also play a significant role in our fundraising program, as volunteer Fellows will be asked to help with different aspects of our annual peer-to-peer campaign. You will help organise phone banks where interested volunteer Fellows will call fundraisers, and help organise events as part of the campaign. You will also be asked to take part as a fundraiser in the campaign.

Apart from the Fellowship and the fundraising program, you will also work to develop and build on our existing volunteer program, currently run by the Volunteer Support Team, consisting of two wonderful volunteers. You will work with our existing team to increase the engagement of current volunteers with our organisation and act as a key point of contact between staff and volunteers, making sure they are invited to events, have important information and feel connected to our work.

## Key Responsibilities

Reporting to the Fundraising and Marketing Manager, the Fundraising Fellowship and Volunteer Officer/Coordinator will:

### Fundraising and Communications Fellowship:

- Review, plan, develop and deliver our annual Communications and Fundraising Fellowship, including trainings and alumni program
- Be the key point of contact for our Fellowship participants and build genuine relationships with future Fellows and alumni
- Manage all aspects of the recruitment process for the Fellowship, including advertising, promotion through internal and external channels, shortlisting, interviewing, making offers and onboarding volunteer Fellows



- Manage the day-to-day logistical operations of the Fellowship, which may include contacting and coordinating guest speakers, organising training venue/s and preparing materials for weekly training sessions
- Ensure Fellowship participants feel connected and are making the most of the program through regular check-ins and other informal support as needed
- Manage evaluation of the Fellowship in collaboration with the Fundraising and Marketing Manager, and ensure we have the data and qualitative information needed for funding applications, accurate program reporting and promotion
- Design, implement and evaluate an ongoing program for Fellowship alumni to ensure they stay connected and their engagement with C4C grows overtime. This could include organising and facilitating events, informal catch ups, and other in-person or online meetings, as well as social media groups and/or website page listing our alumni - the latter to be done in collaboration with the Communications Officer

#### Fundraising:

- Work with the Fundraising and Marketing Manager to ensure the Fundraising and Communications Fellowship contributes to the success of our main peer-to-peer fundraising campaign. This could include organising volunteer phone banks to fundraisers and supporting the organisation of events
- Supporting volunteer Fellows and their friends to fundraise as part of the annual peer-to-peer fundraising campaign
- Provide assistance in the fundraising program as needed, particularly during the peer-to-peer campaign period
- Fundraise as part of our annual peer-to-peer campaign alongside volunteer Fellows and their friends

#### Volunteer management:

- Supervise and work with our Volunteer Support Team to administer and improve our existing volunteer program, including our fortnightly Volunteer Update e-newsletter
- Develop and implement a volunteer event schedule to maintain volunteers' engagement and connection to the broader C4C community
- Be the key contact person between C4C staff and core volunteers, and make sure our core volunteers feel connected to the C4C community, are aware of and invited to monthly drinks, are featured on our website, etc
- Review and work to improve our current volunteer management processes and systems

## Key Selection Criteria

#### Key skills and abilities you can already demonstrate:

- Developing and delivering training and workshop content - bonus points for experience in the areas of fundraising, communications and/or social change
- Recruiting, supervising, motivating and working with volunteers, particularly young people (20-35 yo)
- Developing and maintaining collaborative and genuine relationships using your highly developed interpersonal skills
- Communicating professionally and persuasively in written and oral forms



- Taking initiative, being resourceful and resilient
- Employing an organised mind, exceptional logistical skills and effectively prioritising competing tasks
- Picking up and using computer applications and software to perform tasks and solve problems

Additional skills, abilities and attributes we desire:

- Coordinating programs within the nonprofit setting, particularly of community organising, training, volunteer management and/or skill development nature
- Organising and running events
- Fundraising as part of a peer-to-peer campaign (e.g. Polished Man, Movember, Dry July)
- Managing information, events and contacts via Google Suite, NationBuilder, Eventbrite and Airtable
- Having existing connections and networks within the Australian nonprofit and profit for purpose space for securing workshop guest speakers
- Creating visually-appealing graphics, documents and webpages

If you don't have some of the skills or abilities listed above but you are willing to learn and are passionate about this role, please apply. We know that the best people sometimes have no formal experience but are quick learners.

## How to Apply

Please complete the following form: <https://forms.gle/F5RwgiLDviwYtD2t9>\* **AND** send

- a CV (no more than 2 pages), and
- a short video (no more than 2 minutes) telling us why you are passionate about this role and would like to join the Climate for Change team

to [apply@climateforchange.org.au](mailto:apply@climateforchange.org.au) with a subject line "Fundraising Fellowship and Volunteer Officer/Coordinator" and addressed to Marta Zajac, Fundraising and Marketing Manager.

All written applications will be de-identified, and we encourage applicants from a range of genders, cultures, language groups, abilities, and experiences to apply. People of Aboriginal or Torres Strait Islander descent are strongly encouraged to apply.

\*Please note you will not be able to save your answers on this form and return to it, so we suggest you work on your answers in a separate document first, then copy and paste them into this form when you are ready to submit.

**APPLICATIONS CLOSE midnight Sunday 10th January, 2021.**