



Purpose & Impact Coordinator

Team/Division	National
Reports To	Director Purpose & Impact
Employment status	0.8 EFT
Key relationships	Marketing and Communications Manager, National Events & Partnership Manager
Location of role	Melbourne (part-time working from office and home)

Overview

The Funding Network

Since 2013, The Funding Network (TFN) Australia has been bringing people together to find, fund and support grassroots social change programs that directly help people in need. Through our interactive live crowdfunding events, TFN connects grassroots non-profits (NFPs) to people and organisations interested in investing their money, time and talent to drive social change. This increases the ability of the non-profit sector to deliver life-changing services while spreading the joy of giving and deepening community engagement. TFN has generated over \$15.5 million for 367 non-profit programs. This is achieved through TFN Live, flagship live crowdfunding events for grassroots charities, and TFN Learn, workshops and white label crowdfunding events for the broader non-profit and philanthropic sector. TFN Australia is part of a global network that includes affiliates in 20 countries around the world. The Funding Network was founded in the UK in 2002 and introduced in Australia in 2013. To date, the global network has raised over \$25 million for 2,100 non-profits.

The Funding Network Vision

A more equal society, with a social sector that has access to the connections and resources it needs to thrive.

The Funding Network Purpose

To build the capacity of grassroots non-profits, deepen the culture of giving and facilitate greater community engagement.

The Funding Network Values

- Work together to help others
- Love what we do and believe in what we can achieve
- Embrace innovation to create change



The Funding Network Program

[TFN Live](#)

Our public live and virtual crowdfunding events program

[TFN Learn](#)

We work with our clients to help them run their own private live crowdfunding event or to learn to pitch through our Pitch for Purpose Workshops.

Purpose of the Role

The primary purpose of this role is to work with the Director of Purpose & Impact to drive purpose, capacity and impact to ensure the long-term sustainability and growth of The Funding Network. The role will have a focus on building the capacity of the non-profit sector in particular strengthening grassroots non-profits and social enterprises.

The role will include contributing to the delivery of:

- TFN's Live and virtual crowdfunding events program
- Implementation of an enhanced Alumni Program
- Impact Reporting and Measurement Evaluation
- TFNs capacity building offerings; pitch coaching and impact workshops.

Key Responsibilities and Tasks
<p>Purpose: Flagship</p> <p>Support the Director Purpose & Impact to ensure the successful delivery of TFNs flagship program nationally by coordinating all parts of the non-profit process to include:</p> <ul style="list-style-type: none">• Cultivate and recruit high potential grassroots NFPs to apply to TFN's program including:• Promotion of the Call for Applications to potential NFP applicants.• Conduct a Briefing Session for potential applicants.• Engage with potential applicants and monitor NFP applications.• Review applications against event selection criteria to shortlist 6 for the Selection Panel.• Undertake due diligence of the short list.• Coordinate selection panel meeting process with applicants and panelists.• Manage the relationships with all finalists NFPs from selection to pitch. This includes preparing presenters Event information Kit, coordinating pitch coaching workshop and conducting admin event briefing.• Coordinate Post-event survey and feedback and compile reporting.• Manage the process of post event leverage including donor introductions and pro-bono/in-kind support.
<p>Capacity: Alumni Program</p> <p>Coordinate TFN's alumni program aimed at building organisation capacity, upskilling and build their network. Tasks include:</p> <ul style="list-style-type: none">• Introduce finalists to Kilfinan Australia's mentoring program.• Coordinate delivery of Alumni thought leadership and other events• Maintain regular contact with Alumni including preparing contact for quarterly Newsletter• Assist with securing additional probono services and other opportunities for Alumni.

<ul style="list-style-type: none"> • Ensure TFN's alumni website Roots of Change is kept up to date.
<p>Capacity: Workshops</p> <p>Coordinate the implementation of TFN pitch coaching workshops including:</p> <ul style="list-style-type: none"> • Managing participant registrations where applicable • Sending out pre workshop questionnaire. • Preparing briefing material for coaches. • Book coaches, set up zoom meetings, venues and catering (as applicable). • Coordinate all communications with workshop participants including distribution of pre-work and post-workshop surveys. • Produce a report following each workshop. Distribute internally and share with coaches. • Prepare acquittal reports for funders where appropriate.
<p>Impact</p> <ul style="list-style-type: none"> • Work closely with NFPs to report on their impact to donors at 6 & 12 months, draft comms and coordinate delivery as per marcomms strategy. • Ensure post-event dollars and pro-bono leverage tracker is regularly updated and feeding into Salesforce. • Every year assist with the implementation of TFN's impact evaluation program tracking the longitudinal impact measurement of its purpose and achieving its Vision. (Network (FY22) & Alumni (FY23)).
<p>IT and General</p> <ul style="list-style-type: none"> • Embrace a culture of data, data accountability, efficiency, compliance, and security. • Update and maintain a NFP database in Sales Force and provide reporting as required. • Develop and maintain a prospect database of potential organisations and those who have previously applied or been shortlisted. • Update the "TFN Outcomes at a Glance" spreadsheet and the testimonials database as required. • Updating the Foundation Maps portal with our grants. • Attend strategy sessions and contribute to TFN strategic planning. • Participate in team meetings • Undertake other relevant tasks as required.

Key Success Indicators

- Support the delivery of TFN's flagship program to achieve annual goals by recruiting high potential grassroots NFPs
- Build the capacity of grassroots non-profits through TFN's Alumni program
- Deliver TFN's pitch coaching and impact workshops to achieve targets
- Support the evaluation and measurement of TFN's impact

Capabilities and Experience

- Relevant tertiary qualifications in non-profit studies, communications or relevant field experience
- Good knowledge of the non-profit landscape / grant-making processes



- Excellent communication skills both written and verbal and ability to engage at all levels
- Ability to organise / prioritise tasks and work efficiently and independently
- Significant personal accountability, with the ability to work with a high level of autonomy as well as work as part of a team
- Excellent writing skills
- Proficient in Microsoft office including word, excel and PowerPoint
- Experience working with a CRM (Sales Force)
- Experience working with online platforms (Cognito)
- Adaptable and flexible with ability to travel as required
- Some afterhours work for events

Personal Attributes

- Attention to detail and accuracy
- Resourceful and agile
- Self-motivated with a 'can do attitude
- Committed to social change
- Highly organised
- Thrives on variety and width of tasks and challenges
- Ability to work well with others under pressure

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