

About YMCA Victoria

At the Y, we believe in the power of inspired young people. A community not-for-profit organisation with 17 million participations annually across Australia. 8,000 staff and volunteers serve at more than 150 locations every day. We partner with government and private capital to deliver programs and services that include community recreation, adventure and stadium sports, camping, learn to swim, children's programs, early learning, youth services, retirement living, disability services and social enterprises.

"Amplify Your Voice. Shape Our Community. Challenge Our World."

YMCA Victoria Vision 2025

Position Details

Entity	The Young Men's Christian Association of Victoria Inc.	Terms & Conditions of Employment	YMCA Staff Collective Agreement 2015
Division/Department	Shared Services	Classification	S/S 7-8
Position Title	Community Fundraising Specialist	Employment Status	Temporary Part time-Full Time 0.8FTE-1FTE
Position Reports To	Grants & Philanthropy Manager	Budget/Delegations	As per delegations of authority

Key internal relationships:

- Grants & Philanthropy Manager
- Senior and Middle Managers within sectors
- Local Community Engagement/Open Doors coordinators
- Governance, Marketing, Business Systems, Finance, Risk and other relevant Shared Services teams

Key external relationships:

- Fundraising consultants
- Community support agencies
- Individual donors and community fundraisers





Position Purpose

This role will be essential to the implementation of YMCA Victoria's Fundraising Strategy with a particular focus on leading internal community fundraising and community program support of benevolent programs within recreation and camps.

Community Fundraising Specialist will focus on ensuring those disadvantaged within the Victorian community are able to access the benefits of YMCA programs and services. Working within the broader shared service teams across all of the YMCA sectors in Recreation, Youth Services, Children's Programs, Disability and Camping.

Working closely with the Grants & Philanthropy Manager, this role will be essential in ensuring we have efficient processes that allow us to govern and assist sectors to provide access to as many disadvantaged members of the community as possible.

Key Result Areas (Primary Responsibilities)

Fundraising strategy

Donor Relationship Management Community
Funraising and
Evetns

Governance and Compliance

1. Fundraising Strategy

- Lead the implementation and executing of the organisation's Fundraising Strategy
- Develop and implement new fundraising alternative initiatives within the recreation and camps sector
- Further development and implementation of new fundraising products such as individual giving, workplace giving, storytelling and digital campaigns
- Manage all fundraising documentation, including policy and procedure documents, training documents, and YNet resource documents
- Lead the community fundraising channel to meet targets as stated in the strategy
- Develop and implement improvements to systems and processes to increase efficiencies

2. Donor Relationship management

- Manage the CRM database, including matching donations to donors, updating donor details when required, and creating donor lists to support campaign and appeal activity
- Receipting and reporting all donations accurately
- Provide insights and understanding of current trends in donor acquisition and retention and data analytics

3. Community Fundraising & Events

- Lead the Community Fundraising channel and aid in execution of local community fundraising plans
- Development of newly created community fundraising strategies
- Work with relevant event co-ordinators to develop and support successful new and existing fundraising





events

- Manage fundraising platforms used for events/funds
- Manage the awareness, knowledge and training of all sector staff on local YMCA Open Doors processes and community fundraising best practice
- Manage relationships with external groups and individuals participating in community fundraising initiatives

4. Governance and Compliance

- Ensure local compliance to the Philanthropy Policy and the Community Fundraising Procedure
- Support governance in providing relevant information for reporting to relevant governing bodies
- Support the Annual Report with relevant fundraising information
- Ensure benevolence compliance is met across YMCA Open Doors community programs
- On boarding of new or merged YMCA centres to ensure fundraising compliance is met

5. Financial and Administration Support

- Upload monthly fundraising and disbursement reporting to Ynet
- Manage the release of funds approval process
- Support the finance team in the roll out of the disbursement plan
- Liaise with local centres to ensure spending plans are established
- Oversee fundraising and other YMCA Open Doors enquiries, both internal and external
- Develop and manage the fundraising budget in consultation with finance





Position Specific Requirements

Capabilities and Behaviors

- Demonstrates YMCA Victoria values.
- Creates a culture within the function where personal accountability is promoted to better influence.
- Creates a culture of continuous feedback and clarity of messages within the function.
- Creates a culture of continuous learning and development across the function.
- Capacity to understand, interpret and satisfy the needs of stakeholders.
- Experience with explaining technical concepts in a clear and simple manner.
- Excellent customer engagement and stakeholder management skills.
- Demonstrated ability to work collaboratively across teams as well as ability to work independently, and manage multiple tasks and priorities.

Knowledge and Experience

- Great customer service skills
- Understanding of fundraising best practice and relevant charity legislation
- Experience in managing and meeting budgets
- Experience in utilising donor database software
- Experience or understanding of community programs operations
- Experience in community fundraising
- Experience in donor receipting and basic accounting
- · Excellent written and oral communication skills
- Excellent organisational skills with a minimum of one year's community fundraising experience or similar

Personal Attributes

- Strong written and verbal communication skills.
- Strong attention to detail, and data entry accuracy.
- High level of initiative and self-motivation.
- Well-developed problem solving and skills.





Leadership Capabilities

We believe leadership is an important part every person's role at YMCA Victoria, and that all people at the Y have leadership responsibilities. This may be in leading themselves, teams, functions, or the organisation.

Below are a list of the capabilities and level required for this position.

Lead Function

Capability	Description	Specific Skills
Strategic Focus	Being able to focus on long term goals, new opportunities and improvements and how to achieve them	 Aligns resources to achieve organisational direction and goals Is aware of growth opportunities and demonstrates forward thinking
Adaptability	Being able to positively deal with and manage change, think outside the box and be innovative.	 Leads through change and positively adapts to suit the environment Leads innovation and improvement within the function
Achieving Outcomes	Being able to prioritise resources, communicate goals, set clear targets and demonstrate personal accountability for performance.	 Ensures the function has capability to deliver on its priorities Creates a performance culture within the function that is focused on delivering agreed outputs and outcomes within agreed timeframes and budget Focuses the function on goals and results and results
Business Acumen	Understanding the business (our market, customers and community) and using your skills and knowledge to help create a sustainable and competitive organisation.	Creates an applicable understanding of how the function remains sustainable
Communicating and Influencing	Being able to communicate in an articulate, clear and constructive way, adapt your communication style to suit different people, and listen to others.	 Creates a culture of continuous feedback and clarity of messages within the function Creates a culture within the function where personal accountability is promoted to better influence
Building Relationships and Engaging People	Being able to work collaboratively with others (staff, volunteers, stakeholders, partners or the community) in an open and honest way.	 Build constructive internal and external relationships to impact the function's success Creates a culture within the function that is aligned with the YMCA values and promotes of trust, honesty, fairness and equity Display integrity and courage in advice and decision making within the function
Developing Self and Others	Being aware of your own areas for development by actively seeking feedback, and placing importance on developing the skills and capabilities of others.	 Demonstrates leadership that inspires and motivates people across the function to perform to their best Commits to continuous self-improvement and personal development Creates a culture of continuous learning and development across the function

LEADERSHIP IS PART OF EVERY ROLE AT YMCA VICTORIA





Highly Desirable Experience

- At least 12 months' work experience in a not for profit in an equivalent role
- Victorian Driver's License

Mandatory Pre-Requisite Qualifications

- Working with Children Check or Equivalent (for example, a 'Working with Vulnerable People Check' for ACT staff, and 'Bluecard' for Queensland staff)
- Australian Children's Foundation Online Safeguarding Children Certificate
- Satisfactory National Criminal History Records Check, and International Police Records Check (if applicable)

Safeguarding Children and Young People

You will be required to display leadership and commitment within the organisation with the YMCA Safeguarding Children and Young People Policy at all times. You must;

- Declare anything you become aware of through the course of your engagement with YMCA which a
 reasonable person would consider could impede your suitability to have contact with children and young
 people
- Act as an extended guardian towards children and young people where you have interactions and at all times take reasonable steps to prevent abuse and neglect
- Adhere to all policies and procedures relating to safeguarding children and young people and the code of conduct
- Update your details whenever these change, with the relevant department administering the working with children check or equivalent in your state/ territory of residence, as required by applicable laws
- Complete WWCC prior to commencement and maintain currency throughout employment
- Complete a National/International Police Check prior to employment and at the discretion of the YMCA
- Report any suspicions, concerns, allegations or disclosures of alleged child abuse/ neglect in line with procedures
- Participate in safeguarding children and young people training as directed
- Use standardised methods for receiving and responding to feedback and complaints from children, young people and their families
- Any new program initiatives are to include consultation with children and young people, using standardised practices and resources
- Maintain a working knowledge of policies and procedures relating to safeguarding children and young people
- Attend any other training legally mandated by your role in relation to safeguarding children and young people
- Actively promote cultural safety for children and young people from CALD, Aboriginal and Torres Strait Islander Peoples, LGBTQIA+ communities and those with disabilities

Health, Safety and Environment

You will be required to promote a positive safety culture by contributing to health and safety consultation and communication and through active participation in the reporting of hazards, incidents and near misses. You will take reasonable care for your own health and safety, and for the health and safety of





others, and adhere to the YMCA's various policies, procedures, work practices and standard operating procedures. You are able to meet the physical requirements of this position as outlined in Appendix A.

Date PD created or revised:	August 2020
Acknowledgement of Position Incum	bent
I acknowledge that I have read and und	derstood the requirements of this position.
Your Full Name:	
Signature:	Date:
Manager Full Name:	Position:
Signature:	Date:





Appendix A: Physical Requirements of Position

TASK ANALYSI Leadership and Management

JOB DESCRIPTION:	ROLE
Job overview:	Includes all leadership and management roles including managers, coordinators, team leaders and directors across various centre departments including operations, aquatics, customer relations/sales, health and wellness, childcare, gymnastics and café.
Environment:	Predominantly indoor, office areas which are temperature controlled.
Psychosocial demands:	High level communication with staff and all stakeholders, time management and organisation, attention to detail, effective problem solving and conflict negotiation, ability to lead team and facilitate staff development, financial management skills.
Shifts:	Predominantly Monday to Friday 7.5 hours per day for full time staff. Varied hours for part time staff.
Equipment:	Computer/laptop, and telephone.
PPE:	Not required.



Key: N: Never, O: Occasional 1- 33% of 8hr work day, F: Frequent 34-66%, C: Constant 67-100%, MH: Manual Handling

Postural Tolerance	N	0	F	C	Comments	Manual Handling	N	0	F	C	Comments
Stand		V			May be required if covering staff in other areas of the centre or completing a direct service shift.	Lift		V			May be required if covering staff in other areas of the centre or completing a direct service shift.
Walk		V			May be required to walk around centre to liaise with other staff/patrons.	Carry		√			May be required if covering staff in other areas of the centre or completing a direct service shift.
Squat					May be required to access folders/documents from low shelving or floor (Figure 3).	Push/Pull		√			Occasionally required.
Bend forward		V			May be required to access folders/documents from shelving (Figure 1).	Forward reach		V			May be required to access folders/documents from shelving (Figure 1).
Sit				√	Predominantly seated role (Figures 1-3).	Grip/Grasp				V	Constantly required for use of computer, hand writing notes and telephone use.
Kneel		V			Occasionally required.	Driving		√			May be required to drive to offsite meetings.
Trunk twist		$\sqrt{}$			Occasionally required.	Bilateral upper limb movements				1	Constantly required for use of computer.





MAIN DUTIES

Office Duties

- Predominantly computer based duties including emailing, reporting, data entry and spreadsheets;
- Telephone communication;
- Responsible for centre scheduling and staff rosters;
- Participation in a variety of monthly contract performance meetings;
- Liaison with staff members, the community and council;
- Reviewing, reporting and planning for:
 - o Budgeting, financial reporting and cash control;
 - Performance monitoring;
 - Public relations and marketing;
 - Quality assurance;
 - o Risk and occupational health, safety and environment.

Key Physical Demands:

- Constant sitting, grip/grasp and bilateral upper limb movements.

Direct Service Shifts

- May be required to complete "direct service shifts" to maintain direct contact with their department relevant to their qualifications (duty manager, swim teaching or lifeguard).

Key Physical Demands (Dependent on qualifications):

- Pool Lifeguard: Constant standing, walking, frequent squatting, forward bending, lifting (5-10kg, occasionally >10kg),
 push/pull, grip/grasp and bilateral upper limb movements. May be required to swim 200m, tow patron 25m, team lift a patron from pool, prolonged kneeling and bilateral upper limb use.;
- Swim Teacher: Constant standing and walking, frequent bilateral upper limb movements, forward reaching, grip/grasp, push/pull, lift and carry (<5kg).
- Duty Manager: Constant standing and walking, frequent bilateral upper limb movements, forward reaching, grip/grasp, push/pull, lift and carry (<5kg).



FIGURE 1Workstation with shelve storage



FIGURE 2
Seated workstation



FIGURE 3
Seated workstation with floor storage



FIGURE 4
Standing Workstation















APPENDIX 1

37.02 U.S. Department of Labor Physical Demand Characteristics of Work

Overview:

The Physical Demand Characteristics of Work chart of the U.S. Department of Labor lists the occupational requirements for physical exertion.

PHYSICAL DEMAND LEVEL	Occasional (0-33%)	Frequent (34-66%)	Constant (67-100%)	Typical energy required
Sedentary	10 lbs (4.5 kilos)	Negligible	Negligible	1.5-2.1 METS
Light	20 lbs (9.0 kilos)	10 lbs and/or walk and/or stand with operation of controls	Negligible and/or operate controls while seated	2.2-3.5 METS
Medium	20-50 lbs (9-22.7 kilos)	10-25 lbs. (4.5 – 11.4 kilos)	10 lbs (4.5 kilos)	3.6-6.3 METS
Heavy	50-100 lbs (22.7 – 45.4 kilos)	25-50 lbs (11.4 – 22.7 kilos)	10-20 lbs (4.5 – 9.0 kilos)	6.4-7.5 METS
Very Heavy	> 100 lbs (45.4 kilos)	> 50 lbs (> 22.7 kilos)	> 20 lbs (> 9 kilos)	> 7.5 METS

Parameters:

- Amount of weight moved at work
- Relative frequency that activity occurs during workday (occasional frequent or constant)

References:

Matheson LN. Chapter 18: Functional Capacity Evaluation. pages 168-188. IN: Demeter SL Andersson GBJ Smith GM. Disability Evaluation. Mosby. American Medical Association. 1996.

