

## Position Description:

# Seed Regular Giving Program - Donor Engagement Team Members



**Responsible to:** Regular Donor Program Manager

**Location:** Melbourne, VIC (negotiable, ability to work remotely as well)

**Employment Basis:** Casual

**Hours:** 8 - 20 hours per week

**Remuneration:** \$30.11 hourly (including casual loading) + super

**Start date:** Late May / Early June - recruiting for this role happens on a rolling basis, please get in contact if you're interested but this start date might not work!

We're looking for Aboriginal and Torres Strait Islander young people, who are passionate about protecting country from the causes and impacts of climate change and building the power of young people, to join our staff team.

Our communities are on the front lines of climate change impacts and resistance, and there's never been a more critical time to tell and elevate stories of Aboriginal and Torres Strait Islander leadership in protecting country and fighting for climate justice.

If you're looking for a role that will challenge you, inspire you, fill you up with hope and a job where you get to leave work each day feeling like you're a part of a network of young mob making a difference together - then apply for this position today!

**This is an identified role suitable for Aboriginal and/or Torres Strait Islander identified applicants under 35 only.**

## About the role

The Seed Regular Giving Donor Engagement team is responsible for growing Seed's most sustainable form of funding. You'll be part of a growing fundraising team, bringing in regular donations to fuel Seed's work. This will involve making phone calls to our database to give supporters updates on Seed campaigns and asking for regular donations. Being comfortable making lots of phone calls, building relationships and asking for financial support is key for this role. But *we don't expect you to be an expert, we'll give you the training and support you need to build your skills & confidence.*

## About Seed

Seed is Australia's Indigenous Youth Climate Network. We are a movement of Aboriginal and Torres Strait Islander young people protecting country from the impacts of climate change and fossil fuel extraction. We do this by running campaigns that work to protect country, while also building the capacity of our young people to be a part of creating positive change in their communities.

## Your key responsibilities + tasks

1. Making phone calls to Seed's supporters and donors, explaining the importance of our work and impact - with the goal of getting them on board as regular donors
2. Work towards individual and program targets
3. Maintain Seed's supporter database (NationBuilder)
4. Staying up to date with Seed campaigns and the climate justice movement

## Skills, experience and who you are

- **You're an Aboriginal and/or Torres Strait Islander young person** who is passionate about protecting country and working with young people to lead change in their communities
- You have experience working with Aboriginal and Torres Strait Islander people, in particular young people
- **Strong communication skills**, with the ability to be engaging and develop strong rapport over the phone, and have persuasive conversations
- Experience working in a position with **targets and goals**
- Commitment to the mission and values of the Seed and awareness on the issue of climate justice
- Ability to work independently and remain self-motivated, as well as contribute to a supportive team culture
- Familiarity with digital tools (such as NationBuilder, Slack, Google Drive) or the desire to learn
- Fundraising or call-out role experience highly regarded - but not essential

*We are a youth organisation, so we don't expect you to be an expert at everything. Even if you only meet some of these requirements, but you think you're right for the job and are ready to learn, we're keen to hear from you. You will be provided with training, resources, coaching and mentoring.*

## Other employment-related information

- This is a casual position on an ongoing basis
- A probation period will apply for the first 1-2 months (depending on hours worked per week) of your employment. During this time the employer will assess your progress and performance in the position
- This is intended to be an ongoing casual position based in Melbourne, however remote work may be considered for the right applicant

## How to Apply

*Please note before applying:*

- *This is an identified role suitable for **Aboriginal and/or Torres Strait Islander identified** applicants only.*
- *Seed and AYCC are a youth-led organisation with an exemption from the Anti-Discrimination Act. All staff and core volunteers are **under the age of 35** – as such, we seek applications only from those under 35.*

Candidates should submit via email:

- A **resume of no more than 2 pages**
- A **cover letter of no more than 2 pages** addressing the “**skills, experience and who you are**” section above, as well as why you would be the best candidate for the job

Applications should be addressed to Grace Kelly at [jobs@seedmob.org.au](mailto:jobs@seedmob.org.au) using the subject line 'Application - Seed Regular Giving Donor Engagement Application'.

Contact Grace for a confidential discussion regarding this position: [jobs@seedmob.org.au](mailto:jobs@seedmob.org.au)