

## **Position Description**

<b>Position Title:</b> Fundraising Community Engagement Coordinator		<b>Program Area:</b> Philanthropy & Partnerships	
<b>Purpose / Objective</b>	The Fundraising Community Engagement Coordinator builds interest in the work of the Asylum Seekers Centre (ASC) and engages the community through fundraising activities in support of people seeking asylum.  The key objectives of this role are to lead the Community Speakers' Program, to be responsible for all aspects of community fundraising for ASC, and to identify, recruit and engage supporters from various audiences to make ASC their charity of choice.  This role supports ASC's philanthropy, fundraising and partnerships team to develop, implement and evaluate fundraising strategies.		
<b>Reporting To</b>	Head of Philanthropy and Partnerships		
<b>Qualifications</b>	Tertiary qualification in Marketing, Communications, Business or related discipline and/or a minimum of 2 years experience in a similar fundraising/sales role.		
<b>Hours per week</b>	38 hours	<b>Days per week</b>	5 days (Mon - Fri)
<b>Responsibilities</b>			
<b>Collaboration and relationships</b>	Work alongside stakeholders to create seamless, integrated and donor-centric fundraising programs and events.		
<b>Community Fundraising</b>	<ul style="list-style-type: none"><li>• Manage peer to peer events and reach identified goals</li><li>• Nurture and grow community fundraisers and support them in achieving their goals</li><li>• Maintain third party fundraising platforms, liaise with vendors</li><li>• Identify new and cost effective event opportunities</li><li>• Implement campaigns to re-engage, retain and convert community fundraisers</li></ul>		
<b>Communications</b>	<ul style="list-style-type: none"><li>• Create collaterals and resources</li><li>• Speak about ASC at various events, clubs, workplaces, etc</li></ul>		
<b>Events</b>	<ul style="list-style-type: none"><li>• Plan and implement fundraising and supporter events</li><li>• Ensure appropriate follow up is undertaken in a timely manner</li></ul>		

<b>Corporate Support</b>	<ul style="list-style-type: none"> <li>• Coordinate workplace giving programs</li> </ul>
<b>Community Speakers</b>	<ul style="list-style-type: none"> <li>• Coordinate the Community Speakers Program</li> <li>• Maximise results by creating new ways to raise funds</li> </ul>
<b>Others</b>	<ul style="list-style-type: none"> <li>• Assist with donations' processing</li> <li>• Support the team with content creation and digital strategies</li> </ul>
<b>Competency Profile</b>	
<p>To be successful in this role, the candidate will demonstrate effective capabilities in the following areas:</p> <p><b>Vision and Values</b></p> <ul style="list-style-type: none"> <li>• Demonstrates respect for human dignity and people-centred practice</li> <li>• Demonstrates professionalism and integrity and maintains a high level of motivation</li> </ul> <p><b>Stakeholder Engagement and Communications</b></p> <ul style="list-style-type: none"> <li>• Creates opportunities for communities to participate and engage in activities</li> <li>• Actively develop strong relationships with stakeholders</li> </ul> <p><b>Problem Solving and Influencing</b></p> <ul style="list-style-type: none"> <li>• Identifies and responds quickly to stakeholder enquiries</li> <li>• Uses facts, knowledge and experience to support ideas and plans</li> <li>• Participates in and contributes to team initiatives to resolve barriers to effectiveness</li> <li>• Responds well to changing priorities and adjusts work appropriately</li> </ul> <p><b>Technical and Systems</b></p> <ul style="list-style-type: none"> <li>• Effective use of data, information and systems to deliver high quality programs</li> <li>• Demonstrates understanding of CRM and use of digital technologies to deliver programs</li> </ul>	
<b>Selection Criteria</b>	
<ul style="list-style-type: none"> <li>• A strong understanding of issues relating to people seeking asylum from a human rights perspective</li> <li>• Demonstrated understanding of best practices in supporter engagement, retention and stewardship, utilising both online and offline channels</li> <li>• Creative thinking and problem solving ability</li> <li>• Demonstrated experience in developing and maintaining successful working relationships with stakeholders</li> </ul>	

- Proven experience enhancing existing systems and processes, and developing new ones, to ensure operational effectiveness
- Strong analytical and reporting skills. Effective use of data, information and online fundraising tools to deliver high quality programs

#### **Desirable**

- Understanding of event management and privacy legal requirements
- Knowledge of CiviCRM or similar CRM, Raisely or similar fundraising and email automation tools

#### **General Conditions**

All ASC staff and volunteers are required to:

- Adhere to ASC's vision, purpose and values
- Act at all times and adhere to all ASC policies and procedures
- Demonstrate respectful and welcoming behaviour with all people at ASC in culturally appropriate ways
- Comply with ASC Child Protection measures, includes holding a valid NSW Working with Children Check (paid work)
- Comply with relevant state/territory legislative requirement

#### **Other requirements**

This role will require the ability to work flexible hours from time to time, to attend meetings, events and professional development outside of standard business hours.