

Position Description

Donor Engagement Officer (casual)



While Seed is an Aboriginal and Torres Strait Islander youth-led organisation, this is one of few roles that is open to non-Indigenous identifying people. To support Seed's impact and growth over a critical period, we're looking for the right allies to stand alongside us and help raise the funds for our work!

Role Title	Donor Engagement Officer
Reporting To	Fundraising Coordinator
Employment Basis	Casual contract
Hours	12-16 hours per week
Remuneration	\$31.01 hourly rate (including casual loading) + super
Location	Melbourne (negotiable) with ability to work remotely

WHO IS SEED MOB?

Seed is Australia's first and only Indigenous Youth Climate Network. We are building a movement led by and for Aboriginal and Torres Strait Islander young people to protect our country, culture and communities from the causes and impacts of climate change. Since launching as a semi-autonomous branch of the Australian Youth Climate Coalition (AYCC) in 2014, Seed has rapidly grown to be a powerful, national grassroots network of over 250 volunteers across the country. We provide platforms for Indigenous young people to build their skills, confidence and networks to lead action on climate justice campaigns in their communities.

Our VALUES

Our values are the foundation of everything we do as a movement. We believe in, and work toward:

Self-determination: we are strong and resilient people, and just like everyone else, we thrive when we set our own course. We have the solutions and we know what's best for our communities. When our people make decisions on matters that impact us and our country, everyone can and will benefit.

Connection: our connection to country, to our culture and to one another is what makes us who we are as First Nations people. These connections run deep and form the basis of our grassroots volunteer network and relationships with communities across the country. It's these connections and knowledge of our homelands that is absolutely critical in the collective fight for climate justice.

Justice: Everyone deserves respect, dignity and the ability to build a better future for themselves and their families. But unfair barriers and racist policies have meant that some communities are being left behind. We take leadership from, and work together to build the power of, those most affected by the climate crisis. Taking care of one another is what community is all about.

Integrity: Our leadership comes with responsibility to act with care and compassion. We are accountable to our communities, our families, our country and to future generations.

POSITION SUMMARY

The Seed Donor Engagement Team is responsible for growing Seed's most sustainable form of funding. You'll be part of a short-term calling team, supercharging Seed's Regular Giving Program. This will involve making phone calls to our database to give supporters updates on Seed's

campaigns and asking for regular donations. Being comfortable making lots of phone calls, building relationships and asking for financial support is key.

KEY RESPONSIBILITIES

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

KEY SELECTION CRITERIA

Formal education and qualifications matter less to us than excellence, initiative and drive. If even a couple of these criteria speak to you, you could be the candidate we're looking for and we'd love for you to apply!

Essential:

- Strong commitment to the mission and values of the Seed and awareness on the issue of climate justice and First Nations justice
- Experience working with Aboriginal and Torres Strait Islander people and communities
- Strong written and verbal 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
- Ability to be self-motivated, responsive and flexible with a proven ability to work independently and with a team, with competing deadlines, time pressures and targets
- Access to your own device/s (phone and/or laptop) for work purposes

Desirable:

- Working knowledge of software programs, including Xero, Employment Hero, Asana, Slack and Nationbuilder or the desire to learn
- Fundraising or call-out role experience

POLICIES AND WORKPLACE PRACTICES

All Seed employees are required to acquaint themselves with the organisation's policies and procedures and to abide by them at all times. It is expected that at all times, employees will:

- Work collaboratively with team members to contribute to Seed's mission, vision and values
- Work in alignment with Seed values
- Actively participate in regular supervision, performance reviews and other performance development activities
- Participate in the ongoing professional development identified through supervision & support sessions
- Provide regular reports to the CEO and other stakeholders as requested
- Participate in organisational and team planning initiatives
- Take reasonable care for your own health and safety and for that of others in the workplace by working in accordance with legislative requirements as well as Seed policies and procedures, in particular arrangements for remote working
- Undertake other responsibilities and duties within the scope of this role, as directed