



POSITION DESCRIPTION: Fundraising & Events Coordinator

Organisation Name: 3CR Community Radio

Location of Job: 21 Smith Street, Fitzroy

Duration: 12 month fixed term contract starting January 2026

Hours: 31 hrs per week

Pay: \$46.98 p/hr + super (as per EBA)

Reports to: Station Manager

3CR is a community radio license holder based in Fitzroy and hosts over 100 local, unique programs every week. Our shows are powered by volunteers and cover everything from alternative current affairs, union issues, gardening, music, and community languages. The station has a vast and rich history and celebrates 50 years in 2026.

The successful applicant will have at least 2 years of experience in fundraising and event management. They will have experience in data management, marketing & comms, writing for online audiences and social media. They will be an excellent communicator, adept at managing multiple deadlines & tasks, whilst maintaining a focus on our strategic goals. Ideally, they will have existing knowledge of 3CR and demonstrable experience in fundraising for progressive community organisations. This role may require the successful participant to work outside of office hours.

Duties and Responsibilities:

This role includes, but is not restricted to, the following duties and responsibilities. Tasks may be altered from time to time to meet organisational needs.

- Development of fundraising strategy and budget in consultation with Station Manager.
- Consultation, planning, promotion, publicity and delivery of a 50th anniversary event, proposed to be at the Collingwood Town Hall in early July 2026.
- Seek and secure sponsorship and support for the anniversary event.
- Engage and re-engage with past and present station contributors and supporters to develop a comprehensive donor database and guest list for the anniversary event and ongoing engagement.
- Work collaboratively with station staff and volunteers to drive and deliver annual Subscriber Drive, Radiothon, Regular Donor Campaign, Bequest Campaign, and station fundraising events.
- Management and delivery of all promotions, fundraising, and regular supporter communications, including enews, pnews, social media and website content.
- Management and promotion of online shop.
- Manage volunteers to assist with the above duties as needed.

**Key Selection Criteria:**

- Demonstrated experience in fundraising and event management, including strategy and concept development, worksheets, budgets and reporting.
- Demonstrated experience in event promotion, publicity, and marketing.
- Excellent written and verbal communication skills
- Knowledge of Naarm/Melbourne's activist and politically progressive movements, with a commitment to the principles of equity and inclusion.
- Salesforce management, with strong attention to accurate database management.
- Proficiency in Shopify, Canva, Meta Business suite, and Mailchimp
- A self-starter who works easily with others and is also comfortable with autonomy.

Desirable Criteria:

- Experience working within a community organisation, volunteer, or not-for-profit environment.
- Community radio experience and/or knowledge.

3CR Community Radio acknowledges the Wurundjeri people of the Kulin nation as the custodians of the land on which the station sits in Fitzroy. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander people. Always Was and Always Will Be Aboriginal Land. People from First Nations, culturally and linguistically diverse backgrounds, LGBTIQ+, gender diverse people, and people with disabilities are encouraged to apply.

NOTE: Some hours outside of normal office hours will be required. Some flexibility / work from home options will become available once the successful applicant has settled into the role.

How to apply: Please submit applications addressing the selection criteria, a cover letter and CV with two referees (who won't be contacted without applicant's prior knowledge).