

THE GREENS NSW	
Position title	Newcastle Greens Fundraiser - 2027 State Election Campaign
Salary	Administrative Worker Class 4.2 \$99,346.54 FTE p.a. + 13% superannuation
Location	Newcastle Greens office - 21 Gordon Avenue, Hamilton
Position status	Fixed Term Contract - 7 hours per week, for 24 weeks
Commencing	Week beginning 21 September 2026 (finished by 6 March 2027)

About the Greens NSW	The Greens Party movement is based on the four pillars of social equity and economic justice, ecological sustainability, grassroots democracy, and peace, nonviolence and disarmament. Greens parties across the world share these same principles and values. In NSW we have 7 Members of Parliament, two Senators in the Federal Parliament, and 60 local government Councillors. We are comprised of 60 local groups across the state.
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Key responsibilities	This position will report to the Newcastle State Campaign Coordinators and work closely with the Newcastle State Election Campaign Committee to raise funds required to run the Newcastle Greens 2027 State election campaign. Key responsibilities will include: • Oversee at least 1 large donor event (target \$25,000) • Recruit regular (monthly) donors (target \$12,000) • Organise email/SMS/phone banking direct asks and appeals (target \$10,000) • Oversee community and grassroots events - screenings, gigs, trivia, stalls, etc (target \$3,000) • Document fundraising activities in Newcastle Greens' Nationbuilder CRM database
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	• Liaise with the State Campaign Fundraiser to coordinate Newcastle fundraising activities with Greens NSW fundraising activities. • Liaise with the State Lead Organiser, Administration team and committees to ensure coordinated messaging and take fundraising opportunities where they arise. • Ensure that fundraising activity meets all compliance requirements and meets set messaging objectives. • Provide engaging and positive member and supporter experiences. • Other duties as directed
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Essential requirements	The Fundraiser must meet the following essential requirements: 1. Proven experience in successful fundraising activities. 2. Demonstrated commitment to the core principles of The Greens. 3. Understanding of ethical behaviour and business practices, ensuring that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the Newcastle Greens. 4. Demonstrated ability to build effective interpersonal relationships, work collaboratively and maintain positive working relationships with others, both internally and externally, to achieve the goals of the campaign. 5. Effective communication. Speaking, listening, and writing in a clear, thorough and timely manner using appropriate and effective communication tools and techniques. 6. Relevant IT skills including the ability to effectively use email, Internet, Microsoft Office, Social Media and web-based applications. 7. Essential: A current Working with Children Check (Employed) or a willingness to obtain one in the first month of employment. 8. Familiarity with the NationBuilder and/or CiviCRM customer relationship management system would be a distinct advantage. Note: Occasional evening and weekend work will be required.
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	Successful candidates must not be a member of another political party. It is expected that the successful candidate will provide their own computer and mobile phone.
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Key relationships	Cathy Burgess, Milo Kei and Kirsty Jones Newcastle State Campaign Coordinators	Direct line manager. Regularly report on progress toward targets. Escalate issues, keep informed, advise, and receive instructions.
	Chris Kerle Campaign Coordinator NSW Greens	Escalate issues, keep informed, advise, and receive instructions.
	Campaign team	Work collaboratively and inclusively with the campaign team and candidates to resolve issues and provide solutions to problems and share information, innovation, and best practice.

Work Health & Safety	You must take all reasonable care for yourself and others and comply with any reasonable instructions, policies and procedures relating to work health safety and wellbeing.
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ABOUT THE ROLE

The Newcastle Greens are seeking a Fundraiser for 24 weeks part time (7 hours/week) to raise funds to support their 2027 State election campaign.

ABOUT THE GREENS NSW

The Greens Party movement is based on the four pillars of social equity and economic justice, ecological sustainability, grassroots democracy, and peace, nonviolence and disarmament. Greens parties across the world share these same principles and values.

The Greens NSW is comprised of 60 local groups across NSW. We currently have four Members of Parliament in the Upper House and three in the Lower House in NSW Parliament. There are 60 Greens Councillors throughout NSW.

The Greens NSW is committed to supporting staff to do their best work and provides the following employee benefits:

- Flexible work arrangements
- Commitment to supporting professional development
- A supportive, creative, and collaborative team culture
- Great office location in Hamilton
- Superannuation contribution of 13%
- Four weeks annual leave with leave loading of 17.5%
- Access to Employee Assistance Program.

KEY RESPONSIBILITIES

The Fundraiser will work closely with the Newcastle Greens Campaign Co-ordinators to organise key events, build donations and help the raise the Greens' profile.

Key responsibilities will include:

- Oversee at least 1 large donor event (target \$25,000)
- Recruit regular (monthly) donors (target \$12,000)
- Organise email/SMS/phone banking direct asks and appeals (target \$10,000)
- Oversee community and grassroots events - screenings, gigs, trivia, stalls, etc (target \$3,000)
- Document fundraising activities in Newcastle Greens' Nationbuilder CRM database

- Liaise with the State Campaign Fundraiser to coordinate Newcastle fundraising activities with Greens NSW fundraising activities.
- Liaise with the State Lead Organiser, Administration team and committees to ensure coordinated messaging and take fundraising opportunities where they arise.
- Ensure that fundraising activity meets all compliance requirements and meets set messaging objectives.
- Provide engaging and positive member and supporter experiences.
- Other duties as directed

ESSENTIAL REQUIREMENTS

The Fundraiser must meet the following essential requirements:

- Proven experience in successful fundraising activities.
- Demonstrated commitment to the core principles of The Greens.
- Understanding of ethical behaviour and business practices, ensuring that their own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the Newcastle Greens.
- Demonstrated ability to build effective interpersonal relationships and work collaboratively and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- Effective communication. Speaking, listening and writing in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Relevant IT skills including the ability to effectively use email, Internet, Microsoft Office, Social Media and web-based applications.
- A current Working with Children Check or be able to obtain one within the first month.

Note: Occasional evening and weekend work will be required.

Successful candidates must not be a member of another political party.

It is expected that the successful candidate will provide their own computer and mobile phone.

PAY AND CONDITIONS

Salary range: Administration Worker Step 4, \$95,525.52 FTE p.a. + 13% superannuation

POSITION DESCRIPTION - FUNDRAISER



Primary Location: Newcastle Greens office, Hamilton, NSW

Hours: 7 hours per week

Status: Short term contract for 24 weeks

Position begins: Ideally, the week beginning 21 September 2026 (role ends by 6 March 2027)

Covered by: The Greens NSW Staff Collective Agreement.

For further queries about the role please email cathyburgess22@yahoo.com

HOW TO APPLY

Please submit your application in a single PDF file, including a one-page covering letter addressing the key responsibilities and qualifications, a CV of no more than two pages, and at least two recent work referees.

Email applications to: cathyburgess22@yahoo.com with the subject line: ***Application for Fundraiser***.

Applications close: 5.00pm Friday 18 September 2026.