

Position Description.

Growth and Impact Officer

Position Title:	Growth and Impact Officer
Classification:	SCHADS Level 4
Reports To:	Partnerships and Engagement Lead
Direct Reports:	Nil
Team:	Growth and Impact Team
Key internal contacts	Partnerships and Engagement Lead Marketing and Comms Lead General Manager Corporate Services CEO Deputy CEO/Director Clinical Services
Key external contacts	Outsourced Consultants Service Providers

PURPOSE OF THE POSITION

The Growth and Impact Officer supports the Partnership and Engagement Lead and the Marketing and Communications Lead in the development and delivery of Full Stop Australia's fundraising, partnerships, engagement and events strategies. The role focuses on building and maintaining strong relationships with individuals, organisations and key stake holders, whilst coordinating events and initiatives that enhance brand awareness, strengthen sector presence and generate sustainable fundraising outcomes.

Working as part of the Growth and Impact team, the Growth and Impact Officer contributes to revenue growth through partnership development, donor engagement and fundraising activities, while supporting the efficient operation of the team. The position is driven by a commitment to Full Stop Australia's mission to end sexual, domestic and family violence and to uphold a culture of inclusion, professionalism and high performance.

KEY ACCOUNTABILITIES

The Growth and Impact Officer will:

- Support the development and delivery of fundraising, partnerships and engagement initiatives that contribute to organisational growth and revenue targets.
- Identify, coordinate and manage fundraising and stakeholder engagement events, ensuring successful planning, execution and post-event evaluation.
- Liaise with event participants, sponsors, partners and stakeholders to understand requirements and ensure a high-quality engagement experience.
- Provide administrative and operational support for fundraising activities, including corporate partnerships, workplace giving, individual giving, regular giving, bequests, philanthropic giving and community fundraising programs.
- Assist with donor engagement and stewardship activities to strengthen relationships, increase retention and support sustainable fundraising outcomes.
- Conduct research to identify and pursue new funding, partnership and sponsorship opportunities.
- Maintain effective communication with prospective and existing donors, partners and stakeholders.
- Coordinate the accurate recording, tracking and reporting of donations, and work closely with the Finance team to ensure appropriate allocation and reconciliation of funds.
- Support the preparation of fundraising, marketing and partnership materials, communications and collateral.
- Contribute to the efficient operation of the office through shared reception responsibilities, including responding to telephone and email enquiries and welcoming visitors as and when required.
- Provide general administrative support to the Growth and Impact Team including support for meetings and events, including scheduling, minute-taking, catering coordination and room set-up.
- Maintain accurate records, databases and documentation, ensuring compliance with organisational policies and procedures.
- Build and maintain positive working relationships with internal and external stakeholders, demonstrating professionalism and a commitment to the organisation's values and mission.

The Growth and Impact Officer will also:

- Comply with the organisation's policies and procedures.
- Work in accordance with the organisation's best practice and quality assurance framework.
- Attend and actively participate in organisational meetings, projects and activities.
- Participate in ongoing professional development.
- Ensure work practices are ethical and comply with Full Stop Australia's Code of Ethics and any applicable professional standards.

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KNOWLEDGE, SKILLS AND EXPERIENCE

Essential

- Commitment to and understanding of the provision of services from an intersectional feminist perspective.
- Tertiary qualification in business, marketing, communication, sales, or similar, or extensive equivalent experience.
- At least 2 years' experience working within a events, sales, marketing or fundraising environment ideally within the not-for-profit sector.
- Demonstrated capability in producing fundraising collateral and/or campaigns.
- Proficient use of marketing and fundraising software and online platforms.
- Interest in digital applications and social media.
- Knowledge of the causes and consequences of sexual assault, family and domestic violence, including the particular barriers faced by marginalised population groups.
- Excellent communication skills – both written and verbal.
- Excellent inter-personal skills.
- Advanced computer literacy including Microsoft 365

Desirable

- Experience in creating sales and fundraising leads
- Experience in successfully utilising digital platforms, content management systems and external fundraising platforms to deliver outcomes.
- Experience working with donor/customer CRMs

Sighted and agreed to by Growth and Impact Officer.

Name: _____

Signature: _____

Date: DD/MM/YYYY

Created:	July 2026
Review due:	December 2026
Consultation by:	CEO, General Manager Corporate Services, Partnerships and Engagement Lead, Acting Senior Manager, People, Finance and Operations
Approval by:	Board

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