

Fundraising and Engagement Lead

LOCATIONS: Southport

**DAYS/HOURS
OF WORK:** Monday to Friday (Full-time 38 hours)

REPORTING TO: CEO

AWARD

CLASSIFICATION: SCHADS Award Level 7 (Social and Community Services Employee)
The pay point will be dependent on the successful applicant's skills and experience and will be negotiated with the successful applicant before issuing the employment contract.

ANNUAL LEAVE: 5 weeks per annum

The Organisation

The Domestic Violence Prevention Centre (DVPC) is the specialist, grassroots domestic and family violence service on the lands of the Kombumerri Saltwater people, the Gold Coast. Established in 1992, DVPC works with women, children, young people, men, and non-binary people to end domestic and family violence and elder abuse. Guided by a feminist, trauma-informed and child-centred lens, we support women, children, young people and older people experiencing violence and abuse, while working with men who use violence, to promote accountability and change.

Our organisation holds close to its “herstory” – established by women of the Gold Coast, to provide support and services to victims of gender-based violence and elder abuse. We are proud of our grassroots origins that have held true to our values. We are values-driven, grounded in Respect, Inclusivity, Safety and Accountability. These values guide everything we do and are evident in our partnerships with our community, our service delivery, workforce culture, governance, and integrated systems leadership.

DVPC convenes the Gold Coast Domestic Violence Integrated Response (GCDVIR) which brings together systems agencies and relevant organisations to improve responses to victim survivors and to enhance their safety, wellbeing and agency and bring accountability for those who use violence. Together the DVIR members actively work towards improving collaboration between all agencies on the Gold Coast who are responding to domestic violence.

DVPC Vision

Everyone has the right to live free from domestic and family violence, with safety, justice, freedom and hope in their family, community and country.

DVPC's strategic plan articulates the path we intend to take in pursuit of our vision.

DVPC Values

Our values guide our decisions, practice, service delivery and relationships with clients, community and partners.

Safety

We centre safety - the physical, psychological, emotional and cultural, in every decision we make.

Respect

We treat everyone with dignity, honouring their autonomy and lived experience.

Inclusivity

We create an environment where everyone, clients, community and our team can be their authentic selves, to feel they belong and can participate fully.

Accountability

We take responsibility for our actions, our practice and our outcomes - to the people we serve, to each other and to the standards that govern our work.

Purpose of the Role

The Fundraising and Engagement Lead plays a critical role in ensuring the financial sustainability, income diversification, and strategic growth of the organisation. This position leads the development and delivery of fundraising, partnerships, events, and engagement strategies that generate sustainable income streams, strengthen community and stakeholder engagement, reduce reliance on single funding sources, and support the long-term viability of the organisation.

Working closely with the CEO and leadership team, the Fundraising and Engagement Lead contributes to strategic organisational growth by strengthening the organisation's profile, deepening relationships with donors, partners, supporters and key stakeholders, and positioning the organisation as a trusted, values-led leader in its sector. The role provides strategic direction and oversight across fundraising and engagement activities, while balancing strategic planning with hands-on delivery to ensure initiatives align with the organisation's mission, values, strategic priorities and future direction.

Key Responsibilities

Fundraising and Development

- Develop, implement and evaluate annual fundraising plans aligned with organisational strategy, income targets and priorities.
- Manage individual giving, workplace giving, community fundraising and appeals.
- Coordinate the preparation and submission of funding applications, proposals, and sponsorship requests in collaboration with internal stakeholders.
- Ensure timely and accurate reporting and acquittals for grants, philanthropic funding, and corporate partnerships, in line with funder requirements and organisational obligations.
- Track and report on fundraising performance, income diversification, and return on investment against agreed targets.
- Monitor and report on fundraising performance, income diversification, return on investment, risks and opportunities to the CEO and Board.

Corporate Partnerships

- Develop and implement a corporate and philanthropic partnership strategy that supports sustainable income growth, mission alignment, and long-term organisational sustainability and impact.
- Identify, secure and manage corporate and philanthropic partnerships, including agreements, sponsorships, onboarding and activation.
- Lead partner stewardship, impact reporting, benefit delivery and renewal strategies to retain and grow relationships over time.

Events and Campaigns

- Plan, coordinate and deliver fundraising and engagement events and campaigns that support income generation, community connection, and brand awareness.
- Develop and manage event budgets, ensuring costs are monitored, approved, and reconciled, and events are delivered within approved financial parameters.
- Ensure all events comply with relevant legislation, insurance, Work Health and Safety and organisational requirements, including appropriate risk assessment and mitigation.
- Coordinate event logistics, suppliers, volunteers, marketing and stakeholder engagement to ensure high-quality delivery.
- Support third-party, peer-to-peer and community-led fundraising initiatives.
- Conduct evaluations of events and campaigns to assess financial and engagement outcomes, and inform future improvements and activity.
- Prepare post-event reports and insights for the CEO and/or Board as required.

Stakeholder and Community Engagement

- Build strong relationships with donors, partners, supporters, and community groups.
- Attend community and sector events and networking opportunities to help raise awareness and the profile of DVPC.
- Support internal teams to share success stories and promote organisational achievements.

Fundraising Compliance, Ethics and Governance

- Ensure all fundraising activities comply with relevant legislation, regulations, ACNC requirements, organisational policies and ethical fundraising standards.
- Develop, implement and maintain fundraising policies, procedures, and risk management processes.
- Work with finance and leadership to ensure accurate financial tracking and reporting, acquittals and governance of fundraising income.
- Promote ethical, respectful, transparent and donor-centred fundraising practices across the organisation. Maintain accurate records and systems to support compliance, transparency, and audit readiness

Staff Support, Supervision and Leadership

- Provide day to day leadership, supervision and support to staff within in the fundraising, marketing and engagement team fostering a collaborative and values-driven culture.
- Conduct regular supervision, performance development and wellbeing check-ins to support staff capability, accountability and professional growth.

Key skills or experience

- Demonstrated experience developing and delivering fundraising strategies and plans, ideally across multiple income streams.
- Experience securing and managing corporate sponsorships and philanthropic funding.
- Strong relationship-building and stakeholder engagement skills, with the ability to create authentic and mutually beneficial partnerships.
- Experience planning and delivering fundraising campaigns and events, from strategy and budgeting through to delivery and evaluation.
- Highly developed written and verbal communication skills, with the ability to write compelling proposals, impact stories, reports and stakeholder communications.
- Strong organisational, project management and financial management skills.
- An understanding of fundraising compliance, ethical fundraising principles and sound governance.
- Ability to manage multiple projects, priorities and deadlines effectively.
- Proficiency in CRM systems and digital communication tools (e.g. Mailchimp, Canva, social media platforms).

Desirable:

- Understanding of the domestic and family violence, social services, or community sector.

Supervision

The position participates in DVPC's Staff Supervision and Professional Development Program, including internal line supervision, external individual supervision as required, and externally facilitated group supervision.

Additional Mandatory Requirements

- Educational qualifications or experience consistent with the requirements of SCHADS Level 7 Classification.
- Positive Notice – Blue Card or the capacity to acquire.
- Must hold and maintain a clear criminal history check as a requirement of this role.
- Current Drivers License.
- Applicants must be eligible to legally work in Australia and proof of eligibility may be required.