

ROLE DESCRIPTION

TITLE: Fundraising Coordinator

EMPLOYMENT STATUS: 1.0 EFT: 38 hours per week

Hybrid work arrangement with minimum 50% of days on site.
Wednesday mandatory.

AWARD DETAILS: Social, Community, Home Care and Disability Services
Industry Award 2010 (SCHADS) Level 4.1
Salary packaging available.

REPORTS TO: Manager – Communications, Advocacy and Fundraising

LIAISES WITH: EDV Staff, public, communications and marketing agencies,
fundraising software partners

ABOUT US

Eating disorders are complex and debilitating mental illnesses that effect more than a million Australians. Like any mental health disorder, they are not the fault of the individual and can affect anyone no matter their age, gender or background. While serious, eating disorders are treatable. With the right support, full recovery is possible for everyone.

Eating Disorders Victoria is the trusted guide for Victorians affected by eating disorders. We help people get the support they need to inspire hope and ensure the earliest possible recovery.

How we work

We are a committed, engaged and progressive community health service who value innovation. We are known for developing and delivering eating disorder services that can't be found anywhere else in Australia, or even the world. We are a strong voice for people affected by eating disorders and actively advocate for our eating disorder affected community at state and national level.

We pride ourselves on being a vibrant place to work, where creativity, collaboration and lived experience are highly valued and supported.

Our work is guided by our values of **Courage, Lived Experience, Authenticity, and Optimism.**

Where we are going

We are moving through an exciting time of reform in Victoria's Mental Health System and have every intention of ensuring eating disorders are fully supported in this new system. We want eating disorders to be considered core business when it comes to mental health, so that more Victorians are identified, diagnosed and put on the path to recovery, sooner.

We are focused on delivering high quality, data-driven community services that demonstrate the impact of our work, while underscoring the growing community demand for specialised eating disorder services. Underpinning this is an evolving culture of strong clinical governance, which supports the wellbeing of staff, volunteers and our service users.

We consider the lived experience workforce to be pivotal to the future of eating disorder treatment and are positioned to be leaders in this emerging field.

EDV has had some success with fundraising with an annual tax appeal and FU ED comedy show with ambassador Rhys Nicholson. A new fundraising strategy seeks to engage the 1m+ Victorians living with disordered eating and eating disorders and their carers.

ROLE STATEMENT

Eating Disorders Victoria (EDV) envisions a future where individuals and communities thrive through empowered and safe relationships with food, eating, body, and movement.

The **Fundraising Coordinator** is responsible for coordinating and growing EDV's individual giving, community fundraising, peer-to-peer campaigns, events and donor stewardship activities. The role also develops EDV's fundraising system.

This role plays a critical part in diversifying EDV's income and building long-term relationships with supporters who share EDV's commitment to improving the lives of people affected by eating disorders.

Working collaboratively across the organisation, the Fundraising Coordinator will help implement EDV's fundraising strategy while delivering exceptional supporter experiences.

KEY ACCOUNTABILITIES

System development	• Lead the development of a new fundraising database, including assessment and recommendation of software options • Implement the new system, including data transfer • Maintain the system, ensuring complete and accurate data • Coordinate the development of new digital information for the current EDV website and/or a dedicated campaign website
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Fundraising campaigns	• Working with the CEO, FAC team and marketing/communications partners, develop fundraising campaigns • Produce and implement plans for the fundraising campaigns to meet their target outcomes • Ensure the timely response to donor enquiries • Keep up to date with fundraising trends
Stakeholder Engagement and Partnerships	• Work collaboratively with CEO, FAC team and marketing/communications/PR partners • Work together with EDV services to determine the content required for campaigns
Analysis & reporting	• Analyse the donor database for trends • Produce information and reports as required
Compliance	• Ensure compliance with privacy and other applicable laws and regulations • Ensure compliance with EDV's policies and procedures • Ensure data safety through EDV's cybersecurity plan

KEY SELECTION CRITERIA

- Relevant experience in developing and maintaining a fundraising database.
- Experience in developing and coordinating fundraising campaigns, including audience and campaign strategy.
- Can demonstrate understanding of the complexities of eating disorders, and the diverse life experiences and messages that may motivate someone to support EDV.
- Excellent communication and interpersonal skills, and ability to build authentic relationships with EDV's supporters.
- Ability to manage multiple projects simultaneously, and to think strategically.
- Ability to work both autonomously and as a part of a team with colleagues within EDV and from external partner organisations.
- A commitment to ongoing learning and desire to undertake professional learning and development.

LIVED EXPERIENCE AT EDV

At EDV we have a commitment to supporting employees with lived experience through a range of supports and highly encourage those with lived experience to apply.

- ✓ Please note candidates who have lived experience of an eating disorder must align with the 'recovered' definition below.

- ✓ Candidates who have lived experience of caring for a person with an eating disorder must align with the definition of ‘non-active carer’ below.
- **Recovered:** a person who identifies as having engaged in a recovery journey from an eating disorder and can manage their own wellbeing in alignment with the below indicators:
 - Can reflect and learn from their experience and has achieved emotional distance from their experience.
 - Is open to, and able to consider a wide range of different eating disorder experiences.
 - Can manage their own mental health and can recognise and seek help when at risk.
- **Recovering:** a person is recovering from an eating disorder when they are actively engaged in eating disorder treatment and are currently experiencing physical, psychological or behavioural symptoms of an eating disorder.
- **Non-active carer:** a person who has provided active care for an individual experiencing an eating disorder who now fits the ‘Recovered’ or ‘Recovering’ definitions, as above. They may still be involved in providing support and care, but not in the same active capacity for a period of two years.

CONDITIONS OF CONTRACT

Location: The position will be based at the EDV office on Level 3 & 4 of the Magpies Community Centre (corner Lulie and Abbot Streets, Abbotsford).

Employment conditions:

- Normal working hours will be during Monday to Friday, 9am to 5pm. Flexible hours may be required to ensure flexible service delivery out-of-hours, attendance at relevant meetings and events.
- Other conditions as mandated by the Fair Work Act.
- Subject to satisfactory Working with Children Check, National Police Check and completion of Conflict-of-Interest Declaration.
- Probationary period will apply (6 months).

Wellness plan

EDV acknowledge that the work in this sector can be challenging and stressful, which can impact on all employees, volunteers and students' personal wellbeing and mental health. Therefore, **it is mandatory for all staff to complete a ‘Wellness Plan’**. This important document acknowledges that in times of stress, a commitment to positive mental health practices and supports can improve resilience and wellbeing.

Ethical requirements

All EDV staff are required to adhere to the EDV Code of Ethics, Code of Conduct, Core Values and guiding principles and relevant organisational policies, practices and guidelines.