

Mission: Concern Australia works in partnership with young people and children, creating opportunities for them to enjoy full and meaningful lives.

Vision: An Australia where young people and children have HOPE for a successful and positive life.

Values: Faith ♦ Integrity ♦ Respect ♦ Belonging.

POSITION TITLE:	Fundraising Coordinator
AWARD CLASSIFICATION	Band/Level: Social, Community, Home Care and Disability Services Industry Award 2010 MA000100, Level 3, (pay point depending on experience and qualifications) Part-time (0.40 FTE) plus super and salary packaging
DEPARTMENT:	Communication and Relationship Unit
DATE APPROVED:	1 April, 2019
APPROVED BY	Communication and Relationship Manager

Concern Australia is a dynamic not-for-profit Christian organisation which finds its roots in the work of Rev Dr John Smith who also founded the God’s Squad Christian Motorcycle Club in the 1970s.

Today we work with young people and children 5-21 years, creating opportunities for them to enjoy full and meaningful lives. In 2016 we launched 2020VISION, our Strategic Plan and we are working to realise 4 shared goals to be

PEOPLE-CENTRED ♦ LEADER ♦ PARTNER ♦ STEWARD

Our work focusses on the innovation, development and delivery of responses in the areas of Education; Housing & Homelessness; and Justice. Each year we connect 30,000 vulnerable young people across Australia through the following activities:

Education

- Values for Life – seminars within primary and secondary schools to 25,000 students, parents and teachers across Australia.
- LiveWires – an after school care and holiday programs for 80 school aged children and support to 40 families living in the Collingwood housingestate.
- Hand Brake Turn – pre vocational automotive training to 80 trainees per year

Housing & Homelessness

- Inside Out – the provision of Out-Of-Home-Care in partnership with the Victorian Government’s Department of Health and Human Services through the Enhanced Lead Tenant/Live In Mentor Program offered to young people living in 17 properties across metropolitan Melbourne.
- STEPS Outreach Service – support to over 300 homeless young people from the steps of Flinders Street station.

Justice

- Chaplaincy and support services for young people at the Malmsbury Youth Justice Centre.

ORGANISATIONAL RELATIONSHIPS

REPORTS TO:	Communication and Relationship Manager
SUPERVISES:	-
INTERNAL LIAISONS:	Executive, Program Managers, Finance, Staff
EXTERNAL LIAISONS:	Donors, Partners, Philanthropists, Funders, Corporates, Media

POSITION OBJECTIVES

- Raise funds for Concern Australia’s activities and programs through donor engagement and fundraising activities with existing and new stakeholders.
- Increase funding opportunities and diversify income streams for Concern Australia through fundraising activities

KEY RESPONSIBILITY AND DUTIES

- Assist in generating income for Concern Australia through fundraising activities
- Contribute to annual fundraising targets as set in the Business Plan and Fundraising Strategy
- Contribute to annual fundraising appeals including follow up phone calls with donors
- Process donations through our CRM database Profiler, including sending receipts, thank you letters and cards to regular and long term donors
- Engage with Concern Australia’s donors and supporters through regular phone interaction
- Compile and develop materials required for grant and funding applications and acquittals
- Assist with fundraising campaigns and event management (ie. Homelessness Week, Christmas Campaigns, AGM, donor engagement) and help recruit sponsors, participants or volunteers
- Assist with identifying potential sponsors or business funding opportunities
- Promote regular and planned giving programs including the Bequest Kit with potential donors

INTERPERSONAL SKILLS

- Demonstrated ability to maintain confidentiality
- Strong focus on working with a diverse range of stakeholders
- Excellent communication skills, both verbal and written
- Ability to consult and prepare reports/correspondence as required
- Excellent time management and organisational skills
- Ability to think creatively and innovatively
- Ability to work under pressure and to deadlines
- Flexibility to adjust to changing organisational demands whilst meeting routine commitments

QUALIFICATIONS AND EXPERIENCE

- Significant experience in fundraising and a strong understanding of fundraising principles
- Excellent verbal communications skills
- Successful grant writing experience and understanding of grant process
- Well organised and loves developing relationships
- Operational experience with donor or stakeholder relations
- Demonstrated ability to use CRM database (Profiler)
- Experience in using MS Office programs, website, social media and Sharepoint
- Passion to support children and young people

KEY SELECTION CRITERIA

Essential

1. Minimum 2 years' experience in delivering a range of fundraising activities
2. Excellent verbal communication and interpersonal skills to liaise with donors and other stakeholders in a friendly and professional manner to represent Concern Australia
3. Proven capacity in grant writing
4. Ability to contribute to fundraising targets (eg. grants, appeals, bequests, campaigns, events)
5. Self-motivated and ability to take on responsibility
6. Excellent teamwork skills
7. Experience of fundraising tools include database segmentation and analysis
8. Commitment to Concern Australia values
9. A passion to support children and young people

Desirable

1. Experience in a NFP environment with a strong understanding of donor engagement
2. Experience with Profiler or a similar fundraising CRM database
3. Experience in Wordpress or Sharepoint or other web based content management systems

CHILD SAFETY COMMITMENT

Concern Australia is committed to providing child safe and protected environments in all its activities and programs and has a zero tolerance approach to child abuse or exploitations. Contact and working with children is a critical responsibility. Children have the right to be safe and protected. All employees are required to have a valid working with Children Check and a National Police Check.