

POSITION DESCRIPTION

POSITION TITLE:	Corporate Fundraising Coordinator
LOCATION:	Southport
REPORTING TO:	Chief Commercial Officer
DEPARTMENT:	Customer Experience and Digital Products

PURPOSE STATEMENT

This role will play a critical role in developing, nurturing and maintaining engagement with donors and supporters with a focus on income generation and identification of promotional opportunities to support The BUSY Group. You will be responsible for the development of fundraising campaigns and events to increase awareness of the programs and services we provide across the group. If you share our values of Inclusiveness, Excellence, Resilience, Integrity and Innovation then we would love you to join our team.

OUR VISION

To improve social equity through having more people in jobs, more people learning new skills, and more communities exposed to positive change.

OUR MISSION

- To promote training, employment and workforce planning solutions to employed, under-employed and at risk members of our Communities, with particular emphasis on youth.
- To provide bridging assistance where government and community resources are lacking.
- To assist new and existing businesses to grow and prosper through effective workforce planning.
- To create and maintain partnerships with other providers, industry groups and governmental agencies

OUR VALUES

- **Inclusive:** People of all communities coming together as one team for common goals
- **Excellence:** We always strive to exceed
- **Resilience:** Equipped to meet challenges and exceed
- **Integrity:** We act with honesty and sincerity
- **Innovation:** Embracing new ideas and technology to stay ahead of change

REPORTING

This position reports to the Chief Commercial Officer

PRIMARY DUTIES

Support The BUSY Group to cultivate, steward, and solicit support across the whole Group by;

- Researching, identifying, cultivating and securing relationships with Corporate partners, Trusts and Foundations, and Major Donors for the purpose of fundraising/donation
- Supporting The BUSY Group entities to cultivate, solicit and steward relationships with current and prospective supporters and donors
- Contribute to the development and achievement of fundraising targets
- Responsible for the development and execution of fundraising campaigns and events resulting in monetary donations and/or goods and services
- Development of fundraising kits, sponsorship packages and other appropriate promotional collateral to advance fundraising efforts
- Establish and oversee fundraising and donation processes and practices that adhere to relevant regulations/legislation
- Preparing supporter letters and proposals and appropriate acknowledgement/recognition of financial or other contributions
- Assisting BUSY Group Executive and senior staff to build solid relationships with potential supporters, including members of the community, corporates, trusts and foundations, and support strategies for long-term stewardship of these relationships
- Work with marketing to develop communications to engage audiences in a variety of public events and maintain communication with donors
- Cultivating and stewardship of close working relationships across the Group
- Actively engage the relevant stakeholders in events and engagement activities
- Implement attraction and retention strategy to secure suitable corporate partners in the development of Corporate Social Responsibility deliverables
- Organise, facilitate and host corporate fundraising events

KNOWLEDGE, SKILLS & EXPERIENCE

- At least 2 years' account management and administrative experience in a fundraising and/or sales environment
- Proven ability to deliver on fundraising and income targets
- Proven ability to develop and monitor strategic fundraising plans including budgets and forecasting
- Strong networking skills and an ability to build and manage relationships with a range of stakeholders
- Demonstrated experience assisting sales teams to prepare proposals and annual acquittal reports
- Demonstrated experience using a Customer Relationship Management (CRM) platform
- Demonstrated experience in developing and executing events and delivery of fundraising functions and programs
- Excellent oral and written communication, interpersonal, and presentation skills
- Significant initiative and judgement is required while working within a complex organisational environment
- Excellent project and people management skills with ability to drive outcomes and influence in a respectful and engaging manner
- Demonstrated ability to meet deadlines, to work under pressure, and establish priorities, with a commitment to quality outcomes and customer service
- Excellent qualities in negotiation, tact, discretion, and an ability to maintain confidentiality
- Demonstrate a focus on "what can" rather than "what can't"
- Organised and self motivated

- Ability to work autonomously within broad guidelines
- Relevant Tertiary Qualifications

QUALIFICATIONS

- Relevant diploma level, or higher, qualifications, or similar and/or;
- 5+ years' experience in fundraising or similar;

This Position Description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

I have read and understood the duties and responsibilities required of me in this role.

Employee Signature: _____ Date: _____