

Position Description

Job Title:	Fundraising Coordinator
Reports to:	Fundraising Manager
Team:	Fundraising
Location:	Victorian Scout Centre, Mount Waverley
Award and Level:	Clerks Private Sector Award Level 5
Employment Type:	Full time Permanent
Position Description Approved By:	Jon McGregor, Executive Manager

Role Purpose:

Scouts is a worldwide movement that has shaped the development of youth and adults for more than 100 years. Scouts are in every part of our community and Scouts is the biggest and most successful youth organisation in Australia. More than 25,000 boys, girls, and adults in Victoria enjoy a huge range of activities. Scouting is diverse and inclusive, and welcomes all, regardless of race, faith, ability, gender, or orientation.

The aim of Scouting is to encourage the physical, intellectual, emotional, social, and spiritual development of young people so they may play a constructive role in society as responsible citizens and as members of their local and international communities. This is achieved through a strong and active program that inspires young people to do their best and to always be prepared.

Scouts Victoria is establishing a formal community of past-Scouts and friends of Scouts who are over 18 years old and have a previous connection with the Scout Association. The aim is to build, and actively engage with, a community of supporters comprising 10,000-15,000 members within the first 12 months with continuing incremental growth in subsequent years.

As part of the fundraising team the role is responsible for assisting with the generation of funds for Scouts Victoria, through the coordination of Fundraising activities includes, donations, grants, annual fundraising activities, including Scouts Victoria's Monster Raffle and annual Christmas Tree Drive, government and philanthropic funding opportunities on both a State wide and local level.

Scouts Victoria is a Child Safe organisation. Scouts Victoria is inclusive of all, regardless of gender, sexuality, race, religion, or abilities and does not tolerate any form of harm, abuse or neglect.

Key Responsibilities:

The responsibilities of this role include, but are not limited to:

- Assist in generating increased income for Scouts Victoria through Fundraising activities.
- Assist in the administration of the new fundraising strategy.
- Develop and maintain strong professional relationships with volunteer stakeholders at all levels of the organization.
- Contributing to and implementing the annual Fundraising plan for Scouts Victoria.
- Engage key business partnerships to support Scouts Victoria.
- Assist with the development and maintenance donor database direct marketing strategies on behalf of the Victorian Scout Foundation.
- Generating regular reports on fundraising status.



- Driving commercial opportunities for revenue generation.
- Assist with growing and engaging Scouts ID's commercial partnership base
- Administer and coordinate Scouts Victoria's annual fundraising activity the monster raffle for groups and schools.
- Administer and coordinate Scouts Victoria's annual Christmas tree drive
- Act as first point of contact for groups requiring fundraising advice.
- Monitor and respond to the fundraising service desk
- Coordinating broader donor acquisition, retention and engagement with a fundraising focus including Christmas and Tax donation appeals and regular and planned (bequest) giving programs

Work Experience Requirements:

Specialist Skills and Knowledge Required for Role

- Relevant professional experience in a fundraising setting and in-depth understanding of fundraising principles
- Demonstrated ability to use website CMS, CRM/database software and/or EDM applications
- Strong copywriting, administration and project management skills
- Experience in successful planning, execution and evaluation of high profile events, ideally within the not-for-profit sector
- Working knowledge of Microsoft suite of business software (PowerPoint, Word, Excel, Outlook), Adobe InDesign and social media sites
- Experience within the Scouting movement would be advantageous

Personal Skills

- Excellent time management and organisational skills
- Ability to provide high quality support to prospective friends/supporters within concurrent and conflicting priorities
- Ability to manage and respond to the needs of a diverse range of stakeholders
- Excellent communication skills, both verbal and written, with a diverse range of stakeholders
- Ability to work effectively as part of a team
- Ability to think creatively and innovatively
- Ability to develop and implement process improvements
- Ability to provide accurate and detailed information
- Ability to treat matters with appropriate sensitivity and confidentiality and to respect Privacy
- Highly self-motivated
- Ability to work under pressure and within tight timeframes



Education Requirements:

- Completion of Year 12 or equivalent
- A relevant tertiary qualification (such as a Communications, Commerce, Business Degree/Diploma) would be advantageous

Inherent Requirements for the Role:

This position requires the staff member to:

- Spend extended periods of time sitting and using office equipment and computers
- Spend extended periods of time liaising with clients on the telephone and in person, in a clear and professional manner
- Be able to work occasional evenings and weekends as required to support the delivery of events
- Access filing cabinets on a regular basis (occasional bending is required)
- Adhere to the Scouts Australia Code of Conduct for Adults in Scouting
- Satisfactorily complete a Police Records Check
- Possess a valid Working with Children Check Card for employees

KPI'S

- Supporting Groups to raise money through fund raising activities
- Raising Money for Scouts Victoria
- Delivery of Scouts Victoria's Major Fundraising activities
- Supporting Groups through Grants

Agreement:

I have discussed the requirements of the position with my manager and received a copy.

The statements contained in this position description reflect general details as necessary to describe the principle functions of this job. It should not be considered as all-inclusive list of works. Individuals may perform other duties as required

Signature and Date:

