

**POSITION DESCRIPTION**

Position:	Fundraising Coordinator
Reports to:	Senior Project Officer
Direct Reports:	students, volunteers
Status:	Fixed Term / Part time
Location:	Richmond
Classification:	SCHADS Level 5 + Superannuation + Salary Packaging

**BACKGROUND**

**inTouch Multicultural Centre Against Family Violence** provides services, programs and responses to issues of family violence in refugee and multicultural communities. By acknowledging the rights and diverse experiences of our clients, we develop and implement a number of culturally sensitive and holistic models for the provision of services to both victims and perpetrators of family violence. In tackling the issues of family violence we act on multiple levels – individual, relationship and community.

**Vision**

inTouch's vision is for culturally diverse families to live free from violence.

**Mission**

inTouch's mission is underpinned by four pillars and is focused on strengthening our leadership position by using influence to shape state, national and international agendas, fostering a culture of innovation and making a long-lasting positive impact on the lives of people and community.

In 2018 inTouch established **inSpire** an initiative to support women and their children moving beyond family violence and starting a new life.

**POSITION SUMMARY**

The Fundraising Coordinator will be responsible for the development and implementation of the fundraising strategy aimed at maintaining and growing inSpire's income. The incumbent will drive a broad range of activities, including the development and roll out of key campaigns, donor retention, acquisition programs and fundraising events.

This role requires the incumbent to work under minimal supervision and show initiative in managing daily tasks.

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## RELATIONSHIPS

Internal	The incumbent is expected to develop and maintain respectful and effective working relationships with all inTouch staff, leadership, the Board. Specifically they will work closely with the inTouch Communication Officer and the inSpire Senior Project Officer.
External	Philanthropic foundations and other funding bodies, relevant academic institutions, donors, refugee and migration communities, government, stakeholders, contractors and agencies within and outside the family violence service sector.

## POSITION ACCOUNTABILITIES

- Developing and implementing inSpire’s fundraising strategy including setting targets for growth in total fundraising income
- Increasing donor partnerships, donor numbers and donor revenues across segments
- Managing the donor stewardship including donors’ CRM and retention program
- Monitoring and producing regular management reports and analysis against budget targets
- Ensuring all fundraising activities operate within relevant fundraising regulations and in accordance with the Principles & Standards of the FIA
- Managing resources, budgets, assets, projects and volunteers to maximise achievement of goals
- Connecting with staff across the organisation, building and maintaining relationships and collaborating to maximise organisational knowledge and be relevant with organisational vision and mission
- Developing and maintaining effective external relationships to maximise philanthropic opportunity, corporate partnerships and major donors engagement
- Integrating the fundraising values across the organisation so that it becomes an accepted parameter in the organisation’s culture
- Contribute to the work of inSpire more broadly through provision of specialist advice/consultation to relevant projects
- Other duties as directed by the Senior Project Officer

## KEY SELECTION CRITERIA

### Essential

- At least five years’ experience in charity fundraising, preferably within the community and/or public sectors
- Experience in donor engagement initiatives, including traditional and digital experiences
- Demonstrated experience in delivering a broad range of fundraising tactics (e.g. direct marketing, corporate partnerships, gifts in Wills, major donors, trusts and foundations, regular giving)
- Proven track record in successfully retaining, attracting and growing donor base to deliver increased financial donations

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- Well-developed interpersonal skills and experience including interacting with senior stakeholders
- Excellent writing skills - ability to write reports, grant applications, fundraising strategies and project plans
- Ability to lead, motivate, influence and able to take control of a situation where appropriate
- Creative and lateral thinker

### Desirable

- Tertiary qualified in marketing or fundraising
- Experience working with refugee and migrant women
- An understanding of the impact of family violence on women from refugee and migrant communities

## HEALTH, SAFETY & WELLBEING

- Ensure compliance with the OH&S Act and relevant inTouch policies
- Contribute positively and proactively to team and organisation wide OH&S activities
- Continue the development of a culturally strong and positive working environment using a continuous improvement approach

## QUALITY AND CONTINUOUS IMPROVEMENT

- Ensure compliance with legislation, contract and policy requirements in your day to day work in order to meet the organisation's audit, contract and registration obligations
- Proactively apply your specialist knowledge in the review and maintenance of policies, systems and processes
- Continue the development of a culturally strong and positive working environment using a continuous improvement approach

## CONDITIONS OF EMPLOYMENT

- The annual salary for this position is based on the inTouch Employee Union Collective Agreement and is negotiable depending on experience
- The position will attract five (5) weeks annual leave pro rata
- Salary packaging may be provided subject to the terms of and conditions of the inTouch Salary Packaging Policy
- Superannuation Scheme is available through HESTA and the provisions of the Superannuation Guarantee (Administration) Act 1992 will apply
- The successful applicant will be required to undergo satisfactory pre-employment checks, including 2 referees, a national and/or international criminal records check, working with children check, proof of identify and qualifications. One referee must be from the most recent direct supervisor
- Signing a Confidentially Agreement is a personnel requirement of inTouch
- The successful applicant will initially be engaged for a probationary period of three months
- The successful applicant will be required to disclose any pre-existing illness or injury that they know about which could be reasonably foreseen to be affected by the work duties

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described. Pursuant to s.82 (7) of the Accident Compensation Act, failure to disclose such a condition will mean that if employed, they will not be paid compensation for that condition

- Some travel within Victoria may be required from time to time. A current Victorian Driver's License is essential
- inTouch has a smoke-free workplace policy

## PRIVACY NOTIFICATION

The collection and handling of applicants' and the successful appointee's personal information will be consistent with the requirements of the Information Privacy Act 2000.

## APPLICATION PROCESS

inTouch has an Equal Opportunity Exemption (H143/2018) and requests applications from women only.

Applicants should express their interest through a short covering letter attaching their resume and a brief document, limited to 2 pages, addressing the key selection criteria.

Email your application to [recruitment@intouch.org.au](mailto:recruitment@intouch.org.au)

**Applications close on COB, 19 June, 2019**

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