

POSITION DESCRIPTION

Position:	Fundraising Officer - inSpire
Reports to:	Program Manager, inSpire
Direct Reports:	None
Status:	Fixed Term, Part-Time (22.8 hours per week) until December 2024
Location:	Based in East Melbourne and/or Dandenong, travel maybe required at various locations in Victoria as well as working from home arrangements
Grade:	SCHADS Level 5 (pay-point based on experience) + Superannuation + salary packaging

BACKGROUND

inTouch Multicultural Centre Against Family Violence (inTouch) provides person-centred, integrated and culturally responsive family violence services to people from migrant and refugee communities across Victoria. We have assisted over 20,000 women and children experiencing family violence throughout our 38 years of operation, providing a holistic service that centres the experiences of victim-survivors in everything we do.

inTouch works across the family violence continuum, providing culturally informed early intervention, case management, perpetrator programs, legal advice, crisis recovery and enhanced capacity-building across the sector and community. We are proud to provide high-level leadership and guidance to all levels of government with our evidence-based, victim-survivor informed advocacy and policy work.

Our services include:

- An accredited community legal centre working at the intersection of Family Law and Migration Law
- Learning and development programs for family violence providers and multicultural organisations to build their knowledge and skills when supporting women from refugee and migrant communities.
- Case management that encompasses a first-hand understanding of the migration journey and unique cultural barriers women may face when seeking assistance.
- Post-recovery initiatives for victim-survivors, focusing on economic independence, social and family connection and emotional wellbeing.
- Prevention projects and resource development for migrant and refugee communities.
- Programs focusing on trauma and culturally informed perpetrator intervention.

We are a unique and vital service, with specialist expertise working with people of migrant and refugee backgrounds. This is reflected in our workforce, which is comprised primarily of people who are migrants and refugees themselves – the inTouch team is from over 20 different countries and communities globally.

You can view inTouch’s 2022-2025 Strategic Plan [here](#).

POSITION SUMMARY

The Fundraising Officer is responsible for managing and implementing a range of fundraising activities. This role is part of the Sector and Community Division and supports the management of income streams from multiple fundraising channels, building donor relations and funding partners, and driving the overall financial growth and sustainability of the inSpire program.

RELATIONSHIPS

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- Internal** The incumbent will develop and maintain respectful and effective working relationships with all inTouch staff, leadership, inSpire team, comms, finance, and Noor Family Violence Survivor-Advocates.
- External** Funders, donors, corporate, government, stakeholders, project partners, contractors, and partners/agencies within and outside the family violence service sector, refugee and migration communities

POSITION ACCOUNTABILITIES

Revenue Generation

- Collaborate and contribute towards developing the inSpire financial diversity and sustainability plan by working with the Program Manager and other key stakeholders to meet inSpire’s growth target.
- Increase revenue from new opportunities and existing partnerships to ensure growth and sustainability from fundraising activities.
- Coordinate broader donor acquisition, retention and engagement strategies with a fundraising focus including tax donation appeals, regular and planned giving programs in collaboration with the Program Manager and Communication Officer.
- Scoping and applying for grants that aligns with inSpire.

Relationship Building

- Implement strategies and develop proactive relationships with corporate, philanthropy, donors, funders, multicultural communities, businesses, and other key stakeholders to build inSpire’s profile and financial growth.

Planning, Reporting and Program Administration

- Coordinate, update, and report to funders/contractors, and regulators to comply with funding requirements.
- Monitor, evaluate, and provide tailored reports to Program Manager to build inSpire’s evidence base, deliver high quality outcomes and the overall progress of the fundraising portfolio.
- Undertake administrative duties as required, including maintaining of a comprehensive database on revenue generating activities, corporate and community fundraising and their priorities and strategic alignment with inSpire’s plan.
- Attend team and other meetings as required.
- Other work directed by manager that aligns with skills, qualifications, and interests.

KEY SELECTION CRITERIA

Essential

1. Relevant tertiary qualification in business or a related discipline, and/or equivalent demonstrated experience in a related field.
2. Minimum two years professional experience in a fundraising setting and in-depth understanding of fundraising strategies, principles, and evaluation, including in the not-for-profit sector.
3. Demonstrated experience coordinating the end-to-end delivery of multi-channeled direct marketing and fundraising campaigns to acquire and retain donors, working across fundraising appeals and giving programs.
4. Proven track record in establishing and nurturing strong relationships with a range of internal and external stakeholders including corporate, philanthropic, donors, partners, and other key funders.
5. Demonstrated ability to use Client Relationship Management (CRM) and relevant IT systems to support fundraising activities, analysis, and administration.
6. Demonstrated ability to be self-motivated, show initiative and be responsive and flexible in an environment with time pressures and multiple priorities.

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Desirable

1. Proficient in two languages including English.
2. Experience working within a community service and/or a multicultural setting.

Personal Attributes:

- Genuine commitment to social justice and to assisting migrant and refugee women and children.
- Able to establish and maintain respectful relationships with people at all levels, forges useful partnerships with people across business areas, functions and organizations and sensitively manages stakeholder relationships.
- Resilience to persevere to achieve goals, even in the face of obstacles, and remain flexible and in control under pressure.

SPECIFIC RESTRICTIONS/CONDITIONS

- Incumbent will on occasions and in consultation, be expected to conduct work outside normal business hours.
- Must hold a current Victorian driver’s license.
- Must be physically capable to carry out administrative duties, including extended periods of computer use.
- Some travel within Victoria may be required from time to time.

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.
- inTouch has a smoke-free workplace policy.

QUALITY & CONTINUOUS IMPROVEMENT

- Ensure compliance with legislation, contract, and policy requirements in your day-to-day work to meet the organization’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 Enterprise 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 reference checks, a national criminal records check, working with children check, international police check (if applicable), driver’s license check, proof of identify, working rights in Australia and qualifications.
- Signing a Confidentially Agreement is a personnel requirement of inTouch.
- The successful applicant will initially be engaged for a probationary period of six months. During this period, either party can terminate employment with one week’s notice.
- 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 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.

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PRIVACY NOTIFICATION

The collection and handling of applicants' and the successful appointee's personal information will be consistent with the requirements of the Privacy and Data Protection Act 2014.

APPLICATION PROCESS

inTouch has an Equal Opportunity Exemption (H143/2018) and requests applications from those who identify as female only.

Applicants should express their interest by submitting their resumes and cover letter addressing the key selection criteria.

Email your application to recruitment@intouch.org.au

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