



POSITION DESCRIPTION

Position Title:	Fundraising and Event Assistant
Award:	Community Sector Multiple Enterprise Agreement (ACT) 2009
Classification:	Grade 4
Usual work location:	Canberra
Usual hours of work:	Full time 76 hours per fortnight
Position Objective:	The Fundraising and Event Assistant is responsible for a range of operational and strategic activities associated with the objectives of the Philanthropy Team.

Responsibilities:

- Coordinate key events and projects ensuring they are delivered within set timelines, resources and budget constraints.
- End to end donations processing and management; including database management, reporting and analysis.
- Nurturing relationships with prospective and current donors.
- Provide support with the day to day operations of the fundraising team, including occasional diary management, processing invoices and other administration.
- Occasionally lead, manage and supervise volunteers.

Key Behaviours:

- Analysis - Reviews and analyses information and recommends a specific course of action
- Client Focus - Recognises, anticipates and focuses on specific supporter needs and advocates on behalf of the client
- Flexibility - Recognises and responds to unanticipated events and requirements or sudden changes of priority.
- Outcome focused - Identifies and accomplishes challenging objectives by doing whatever is necessary to achieve the goals.
- Job Motivation - Is a self-starter and self-motivated.

Key skills

- Excellent communication and relationship building skills.
- Excellent organisational and time management skills, with attention to detail.
- Capacity and skills to work in partnership with volunteers and leadership from a Christian community

- Demonstrated knowledge and skills in understanding of the issues affecting Indigenous and CALD communities.
- Ability to work independently and manage complex workloads and competing priorities.

Key Knowledge Areas:

- Knowledge and use of supporter or customer databases, able to learn new systems quickly.
- Knowledge of local services, support networks and relevant agencies.
- Knowledge or understanding of community based services, with a particular focus on Donor stewardship and fundraising.

Experience

- Experience working in a team and cooperation across other departments (particularly finance).
- Experience dealing with the general public, including sensitive handling (by phone, email and mail) donor queries and complaints.

Desirable

- Prior experience working for a faith based agency.

Qualifications:

- Tertiary qualifications in business, commerce, communications or marketing or commensurate work experience
- Current Australian driving licence.

Reports to:

- Manager, Donor Engagement