

Position Title	Fundraising & Events Coordinator
Position Type	Individual Contributor
Business Group	Business Development, Fundraising & Partnerships
Reports to	Head of Business Development, Fundraising & Partnerships
Location	
Contract Type	Individual Contract (0.8 FTE)
Incumbent	

Purpose

Huntington's Australia provides services and advocacy to improve the lives of Australians impacted by Huntington's disease. This role supports achievement of Huntington's Australia's strategic objectives by designing and coordinating national fundraising activities and events in collaboration with internal stakeholders and corporate and private donors.

Key Result Areas

1. Development and implementation of national fundraising and events calendar (sponsorship marketing, community events, donations and bequests, online campaigns, membership).
2. Development of donor value/benefits framework.
3. Achievement of fundraising targets.

Responsibility for Safe and Sustainable Work Environment

Ensure personal compliance with the organisation's safety policy and procedures.
Actively participating in hazard and risk assessment and mitigation.

Functional Responsibilities

Sustainable Income and Partnerships Strategy

Lead the development and delivery of the Fundraising Strategy with emphasis on new opportunities and collaborations with existing institutional, corporate, and private philanthropic streams.

Develop budget and manage within constraints.

Build and enhance the donor experience and develop a cohesive Donor Value Proposition.

Develop strong collaborative relationships with institutional, corporate, and private donors.

Identify and optimise opportunities to expand partnership networks and a strong donor pipeline.

Advocate at all levels, on behalf of people impacted by Huntington's disease.

Fundraising

Develop and roll out of a strong, creative fundraising and events calendar in collaboration with key internal and external stakeholders.

Develop a network of venues and providers to enable cost effective events and activities.

Work with the Grants Coordinator to optimise opportunities to collaborate.

Ensure risks and legal obligations associated with fundraising and events are identified, managed, and mitigated.

Manage donor enquiries and follow up.

Personal Attributes and Behavioural Competencies

Qualifications

Tertiary qualifications in Marketing, Fundraising or Communications. (Desirable)

Experience

Experience in similar role in a Not-for-profit or semi government. (i.e. Health or research environment)

Successful delivery of fundraising activities.

Experience working with private and corporate donors.

Establishing and monitoring campaigns within budget constraints.

Building sustainable corporate and private networks.

Knowledge

High level knowledge of philanthropic and fundraising methodologies.

Sound knowledge of legal, insurance and risk frameworks for events and fund raising.

Skills

Excellent presentation and public speaking skills.

Excellent planning and organisational skills.

Pays close attention to detail.

High level negotiation and influencing capabilities.

Highly creative /pragmatic problem-solving skills.

Ability to work on multiple projects/outcomes/milestones simultaneously.

Other Requirements

National Police clearance.

Behavioural Competencies

Behavioural Competency	Description
Resilience and Perseverance	Takes a long-term view. Is not deterred by setbacks. Does not take setbacks personally. Develops backup plans and is able to move quickly from one plan to another. Sees projects through to the end.
Communication & Collaboration	Shares information and knowledge willingly in a timely manner. Works collaboratively with internal and external stakeholders. Listens effectively. Actively seeks out and maintains effective networks.
Negotiation	Able to develop mutually acceptable positions on points of difference. Negotiates effectively and respectfully. Able to step away and analyse issues objectively.
Influence and motivate	Actively seeks to influence stakeholders – seeks to understand alternative perspectives. Able to create and convey persuasive “stories”. Able to motivate and inspire potential donors and sponsors.
Integrity and authenticity	Hold self and others to high standards. Deals openly and honestly. Does not guild the lily. Quickly establishes credibility with stakeholders.
Accountability	Admits mistakes and takes responsibility to correct. Does not seek to blame others. Plans and delegates work with clear outcomes/deliverables and deadlines. Hold self and others to account for delivery of agreed outcomes and time frames. Acts quickly if commitments cannot be delivered as agreed.