

POSITION DESCRIPTION

Fundraising and Sponsorship Coordinator

Position Title	Fundraising and Sponsorship Coordinator		
Service Area	All / Flexible Working Arrangements	Location	Cleveland
Classification	SCHCADS Modern Award 2010 – Level 5.1	Employment Status	Permanent Full Time
Reporting to	Chief Executive Officer (CEO)		
Staff directly supervised	Volunteers when required / Event Coordinator (Fixed Task Contract)		
Purpose of Position			
The purpose of the position is to develop fundraising and sponsorship programs to meet the set annual revenue targets in a manner that is reflective of STAR Community Services’ values of respect, dignity and empowerment.			
Key Responsibilities			
Implementation of Fundraising and Sponsorship Strategy Plan (including project-based activities such as Secret Santa Campaign, Connections Fund, Celebration of Volunteers and others).			
Community Engagement & Grant Writing & acquittal of grants			
Maintain and monitor the fundraising, sponsorship and grant budgets			
Develop and create the annual impact report			
Create, implement and evaluate philanthropy, fundraising and sponsorship and activities.			
Develop and implement fundraising and outbound sponsorship strategies and programs to increase revenue, sustainability and customer value in consultation with Senior Management.			
Keeping sponsors updated ensuring their dollars are making an impact on what STAR is doing and showing the return on investment.			
Manage deliverables of sponsorship, fundraising and philanthropy with support of team members.			
Evaluate and measure activities against targets to inform partners and organisation forward planning.			
Actively seek new avenues for attracting new sponsors and build on current sponsors.			
Contribute with budget planning and revenue forecasting.			
Other duties as agreed by both parties.			
Organisational Responsibilities			
Support and promote STAR Community Services’ mission and values, maintaining a positive image of the organisation.			
Adhere to all STAR’s policies and procedures, comply with all legislation and regulations affecting the position, adhere to the Code of Conduct and scope of practice, take reasonable care to ensure that actions and omissions do not impact the health and safety of others.			
Provide a high standard of customer service to all clients and stakeholders and participate in continuous improvement processes for service delivery.			
Apply and uphold principles of equity and anti-discrimination in the workplace and adhere to organisational and legislative requirements.			
Actively participate, contribute to your team and wider organisational initiatives.			
Advance STAR’s reputation in the community, support service delivery by providing person centred care and services.			
Undertake relevant training and professional development, including regular supervision.			
Encourage feedback and contributions to service delivery improvements.			

POSITION DESCRIPTION

Business Development Specialist

This position has been assessed as risk assessed role under NDIS Practice Standards -Worker Screening Rules 2018.
Qualifications & or Experience
Essential
Tertiary Qualification in Fundraising
FIA membership including FIA Code of Conduct Certificate
Specialise in Philanthropy and Not-for-Profit.
Grant writing skills/experience.
Well-developed communication and interpersonal skills to engage with a range of internal and external stakeholders with demonstrated ability to deal with challenging and vulnerable clients with complex needs.
Well-developed organisational, time management and prioritisation skills. Demonstrated ability with written, numeracy and computer skills to complete record keeping requirements.
Understanding and commitment to the vision and values of STAR Community Services.
Demonstrated ability to handle the challenges that occur in an organisation driven by change and innovation.
Selection Criteria
1. Experience to create, drive and successfully implement strategic fundraising initiatives.
2. Demonstrated ability to maintain fundraising, sponsorship and grant budgets
3. Demonstrated ability to manage relationships with diverse groups of stakeholders and strategically build new relationships with external stakeholders.
4. High level of interpersonal, oral and written communication skills and an ability to appropriately deal with confidentiality and privacy issues associated with philanthropic and donor relations activities.
5. Demonstrated ability to work autonomously and within a team environment to support the provision of high-quality services to clients. Assume responsibility for making decisions in accordance with clear and established Procedures and Work Instructions in a client-focused environment.
Conditions of Employment
Possession of an unrestricted current Australian Open Driver's Licence and access to a registered roadworthy vehicle with comprehensive insurance cover, if required for the position.
All positions within STAR Community Services are required to undergo and maintain the following probity check(s): <ul style="list-style-type: none"> • NDIS Worker Screening Check. It is a requirement of the position to immediately notify your Manager and Business Services Manager of any changes to your criminal history that will affect your probity status.
Current Flu Vaccination is mandatory for all client-facing roles.
NDIS Worker Orientation Module (Certificate of Completion).
<u>Desirable:</u> <ul style="list-style-type: none"> • COVID-19 Vaccination recommended and encouraged as we work with vulnerable clients. • It is recommended for all workers who transport clients using their own vehicles to have Roadside Assistance.
Appointment is subject to a six-month probation period of employment.

POSITION DESCRIPTION

Business Development Specialist

Authorised by Chief Executive Officer	Patsy Wilshire	Date	09.02.2024
Acknowledgement by Employee			
<p>In signing this document, I have read and understood this position description. I acknowledge that, the description of the role is an outline and guide to the tasks needed to undertake the role successfully. I understand that annual review of the position description may occur and may be amended from time to time as the organisation needs change. Changes to the position description will be consistent with the purpose for which the position was established. I understand the position as defined and acknowledge my suitability to fulfil the position.</p>			
Employee's Full Name			
Employee's Signature		Date	