

# ROLE STATEMENT

<b>Role Title:</b>	Fundraising Coordinator
<b>Department:</b>	Mission Support
<b>Location:</b>	Brisbane
<b>Reports to:</b>	Fundraising Manager

## SU QLD Vision & Mission

Our **mission** is to bring God's love, hope and good news to children and young people and their families.

Our **vision** is to see each child and young person connected and supported in community, serving others, and experiencing fullness of life.

SU QLD is an inter-denominational Christian organisation which has worked in schools for more than 80 years and has successfully employed chaplains since 1990. We have more than 700 people and a highly valued network of 3500 volunteers.

## Purpose of Role

The Fundraising Coordinator will assist the Fundraising Manager with the implementation of SU QLD's fundraising strategies and initiatives. This role is responsible for developing donors in specified segments and nurturing those donors up the donor pyramid. The Fundraising Coordinator will organize fundraising activities within specified segments to reach revenue targets while ensuring that it is a supported and positive experience for the supporter.

## Key Relationships

<b>Internal</b>	<ul style="list-style-type: none"><li>• Director of Mission Support</li><li>• Department Heads and Executives</li><li>• Mission Support Department</li><li>• Fundraising Manager team</li><li>• Fundraising team</li></ul>
<b>External</b>	<ul style="list-style-type: none"><li>• SU QLD supporters, donors &amp; sponsors – current and prospects</li></ul>

Key Accountabilities	Expected Outcomes (can be used to set specific performance goals for individuals)
<p><b>1. Donor Development</b></p> <ul style="list-style-type: none"> <li>○ To deliver on revenue targets.</li> <li>○ Create and maintain a database of potential, current and past donors.</li> <li>○ Grow and develop long-term and long-lasting relationships with donors, increasing their level of giving.</li> <li>○ Organise acknowledgment and regular communication mechanisms for donors.</li> <li>○ To complete all donor care requirements of your specified segments.</li> </ul>	<ul style="list-style-type: none"> <li>○ To achieve overall annual revenue budget.</li> <li>○ Be able to create list of potential, current and past donors.</li> <li>○ Ensure individual segments are reaching annual growth targets.</li> <li>○ Good feedback from supporters in regards to their overall experience with SU QLD.</li> </ul>
<p><b>2. Coordinate Fundraising Activities</b></p> <ul style="list-style-type: none"> <li>○ To deliver on revenue targets.</li> <li>○ Coordinate activities designed to engage and secure effective relationships with donors and supporters including events.</li> <li>○ Plan, develop and coordinate fundraising activities to achieve financial targets.</li> </ul>	<ul style="list-style-type: none"> <li>○ To achieve overall annual revenue budget.</li> <li>○ Positive feedback from supporters in regards to their overall experience with SU QLD events.</li> <li>○ Positive feedback from (insert)</li> </ul>
<p><b>3. Administration Support</b></p> <ul style="list-style-type: none"> <li>○ Follow fundraising processes and contribute to changes to processes.</li> <li>○ Support the implementation and administration of campaigns/programs.</li> <li>○ Maintain the CRM system with up to date notes on all fundraising activities and interactions with the supporters.</li> <li>○ Provide administration support as required.</li> </ul>	<ul style="list-style-type: none"> <li>○ Positive feedback from Fundraising Manager in regards to overall administration support.</li> <li>○ CRM is up to date with relevant information.</li> </ul>

<p><b>4. Risk Compliance</b></p> <ul style="list-style-type: none"> <li>○ Understand the compliance obligations with the Health &amp; Safety Policies, Guidelines &amp; Procedures, particularly about reporting all hazards and incidents.</li> <li>○ Understand the Organisation's expectation to maintain a healthy workplace free from harassment where all staff are treated with respect and dignity as detailed in the Workplace Bullying Prevention Policy.</li> </ul>	<ul style="list-style-type: none"> <li>○ Compliance and risk are understood and mitigated within your area.</li> </ul>
<p><b>5. Team contribution</b></p> <ul style="list-style-type: none"> <li>○ Contribution to the team and in wider organisation based activities.</li> <li>○ Actively participate and contribute in meetings and activities.</li> <li>○ Provide support and assistance in undertaking project tasks as required which leads to implementation of continuous business improvements and processes.</li> <li>○ Provide back up to other team members as required.</li> <li>○ Participate in wider organisation-based activities and learning opportunities.</li> <li>○ Comply with WH&amp;S policy and procedures.</li> <li>○ Protect own health and safety.</li> <li>○ Protect safety of others.</li> <li>● Report hazards, risks and all incidents.</li> </ul>	<ul style="list-style-type: none"> <li>○ Positive feedback from Department Executive/Direct Role Supervisor and relevant colleagues.</li> </ul>

**Qualifications** *(mandatory & otherwise)*

- *Minimum 3 years fundraising and partnership experience in the not-for-profit sector*
- *CFRE or FIA Certificate of Fundraising or Degree qualified in business, fundraising or marketing related disciplines is preferred*

**License** *(mandatory & otherwise)*

*Current and valid Australian drivers licence*

Competency	Definition
<b>Collaboration</b>	Working effectively with others in the organisation outside the line of formal authority (such as peers in other departments or senior management) to accomplish organisational goals and to identify and resolve problems.
<b>Oral communication</b>	Presenting ideas effectively when given time for preparation (including non-verbal communication and use of visual aids); targeting presentations to the characteristics and needs of the audience.
<b>Written communication</b>	Expressing ideas clearly in any written format that have appropriate organisation and structure.
<b>Rapport building</b>	Creating continuing compatibility; getting along well; proactively developing relationships.
<b>Financial astuteness</b>	Understands financial data and can manage financial resources, including budgets and resource allocation.
<b>Information monitoring</b>	Setting up ongoing procedures for collection and review of information necessary for the management of projects; taking into consideration the skills, knowledge, and experience of the responsible individuals and characteristics of the assignments.
<b>Strategic planning</b>	Establishing a course of action to accomplish a long-range goal or vision; allocating resources – human, material, financial; defining intermediate goals and contingencies.
<b>Team influence</b>	Using appropriate interpersonal styles and methods to inspire and guide individuals (or a team) toward goal achievement; modifying behaviours to accommodate the tasks, situations and people involved.

Additional Requirements
<p>SU QLD requires that the incumbent to be:</p> <ol style="list-style-type: none"> <li>1. able to subscribe to the aims, beliefs and working principles of SUI</li> <li>2. able to demonstrate a living and personal relationship with Jesus Christ</li> <li>3. able to show strong Christian character evidenced by servant leadership, valuing of people in general and marginalised people in particular</li> <li>4. a respected member of a local Christian church we recognise</li> <li>5. a holder of a “Blue Card” from the Blue Card Services Department for the purposes of child related employment</li> <li>6. willing to work under SU QLD’s Employee Code of Conduct</li> </ol>

<b>Developed by</b>	Fundraising Manager & People Services Business Partner
<b>Checked by</b>	Employee Relations Manager & Director of Partnerships
<b>Approved By</b>	Director of Finance and Administration
<b>Effective Date</b>	2019