



## **Position Description: Fundraising Manager (Volunteer)**

**Team:** Fundraising

**Location:** Preferably Melbourne

**Duration:** June 2013, ongoing

**Time Fraction:** 1 day per week, timing flexible

**Position Type:** Volunteer

**Applications Close:** 5pm May 29th

### **About AWARE**

Aware is a unique not-for-profit Melbourne based organisation committed to bringing about positive change in the lives of individuals and communities through the medium of self-expression. We support and facilitate creative activities with women and children in Australia, Cambodia and Kenya with the aim of increasing the self esteem of the participant and building awareness of the issues faced by these young people in the wider community. Aware's strategic direction is articulated in full detail its new three year strategic plan, currently being finalised.

Aware's work is funded by the generosity of our supporters and is 100% volunteer run.

### **About the Fundraising Team**

Aware's fundraising team consists of a small group of enthusiastic Melbourne based volunteers. The Fundraising Team works closely with the Project Team to build the financial capacity of the organisation and ensure AWARE and its projects are financially sustainable.

### **Position Summary**

This is an exciting opportunity to play a key role in the growth of a small and innovative organisation. The Fundraising Manager will be responsible for the review, development and implementation of AWARE's Fundraising Plan, supported by a small team of fundraising volunteers. The majority of funds raised for Aware's projects come from events, the fundraising manager will build on that base to strengthen and diversify fundraising methods.

### **Key Tasks**

- Research, identify and implement fundraising opportunities.
- Contribute to the development of AWARE's fundraising strategy.
- Take on responsibility for occasional fundraising events.
- Lead the implementation of AWARE's fundraising strategy.
- Contribute to enhancing AWARE's financial capacity and fundraising capabilities.
- Identify strategies for building new networks and relationships
- Identify, develop, recruit for and supervise fundraising volunteers
- Undertake research in the viability and importance of seeking DGR status.

## **Key Selection Criteria**

### **Personal Attributes**

1. Demonstrated commitment to Aware's values (see <http://www.awareglobal.org/#!about-us>)
2. Creativity
3. Adaptability
4. Initiative
5. Willingness and capacity to learn.
6. Ability to build and maintain relations with key networks

### **Knowledge/Qualifications/Certificates**

1. Demonstrable understanding of fundraising approaches.
2. Demonstrable understanding of Community Development.

### **Skills/Experience (desired)**

1. Experience planning and implementing a diverse range of fundraising techniques, including events, grants, regular giving and major giving.
2. Research skills.
3. Strategic thinking skills.
4. Coordination and project management experience or demonstrable evidence of skills.
5. Experience supervising staff/volunteers or demonstrable evidence of related skills.
6. Ability to work both independently and as part of a team.

### **Reporting Line**

Reports to: Director

### **Organisational Accountabilities**

Adherence to Aware's:

- Values
- Policies and procedures
- Legal obligations
- OH&S

