



### Position Description: Fundraising Coordinator

**Title:** Fundraising Coordinator  
**Responsible to:** Executive Director  
**Location:** Sydney (Petersham)  
**Employment Basis:** Permanent  
**Hours:** Full-time  
**Start date:** July 2018

#### Who we are

Palms Australia places skilled volunteers in remote communities around the world. Our objective is to facilitate people cooperating across cultures to achieve a just, sustainable, interdependent and peaceful world free of poverty.

We provide sustainable, long-term volunteer programs for volunteers from various disciplines and backgrounds. We prioritise participation in projects in regional and remote communities. This gives the people who need it most the opportunity to gain skills that help them live independently and sustainably.

#### Our Vision

People reaching beyond every barrier of culture, religion, nationality, gender, class and individualism, to cooperate in achieving a just, sustainable, interdependent and peaceful world free of poverty

#### Our Mission

Facilitate, and be open to mutual formation and inspiration, with those who volunteer to:

- Advance the awareness, enthusiasm and involvement of Australian and international communities in shared action to achieve just, sustainable, and peaceful development.
- Participate in an exchange of knowledge and skills to meet the requests of communities seeking to reduce poverty by developing the capacities of their people and organisations.

#### Our Values

Solidarity is the key energising value of Palms Australia. Solidarity is a principle arising out of our reflection that all living creatures are interdependent and that relationship invites responsibility and therefore solidarity.

Solidarity is not about a vague sort of compassion or shallow distress at others' misfortune. It involves liberation of victims, oppressors and innocent bystanders, allowing all life to live to the full. The more who achieve this potential in life, the greater will be the contribution of all to a common or universal good.

In valuing solidarity we value love that is lived out in respect for the dignity of all life. We value humility lived out in personal integrity and responsibility. We value justice lived out in a willingness to challenge structures that prevent collective participation in creative solutions.



### About the Position

We're looking for an experienced fundraising professional to drive organisational growth through income development in accordance with our strategic direction 2017-2023. The primary focus of the Fundraising Coordinator is the establishment and implementation of a comprehensive fundraising strategy for inspiring the Australian public to support our work and share our mission through donations, community engagement, sales and institutional partnerships.

The Fundraising Coordinator will work closely with the Marketing and Communications Strategist to achieve income targets by managing current and prospective:

- Major donors to Palms Australia's volunteer program;
- Australian community groups seeking a philanthropic overseas connection;
- Education, Community and Corporate clients of Palms Australia's cultural training program and
- Government or private grants where they intersect with Palms vision and mission.

This is an exciting new role in a small, dynamic team. It's a unique opportunity to use your skills to contribute to sustainable change in remote communities around the world.

### Key Responsibilities

- Meet or exceed agreed income targets from current and prospective donors and commercial clients.
- Develop a deep understanding of Palms Australia's work and various engagement opportunities across the organisation and tailor these to each donor/client in a supporter-centric manner.
- Deliver an exceptional level of supporter satisfaction through prompt and tailored levels of service.
- Prepare an annual work plan to ensure a planned, strategic approach to account management and that income growth is achieved in line with annually agreed targets, objectives and activities.
- Ensure budget settings reflect current and future expectations of income from donors and clients.
- Develop and implement a robust donor/corporate relationships strategy.
- Research and produce profiles on individuals and organisations to better identify prospects for significant high level gifts, and income for service.
- Organise and host targeted functions as appropriate (including face to face meetings) to foster commitment from current and potential key supporters.
- Maintain accurate records of key donor/client activities.
- Undertake evaluation of strategies including providing quarterly qualitative and quantitative reports to the Executive Director and Board of Directors.
- Contribute to the development, implementation and monitoring of major gift and commercial policies.
- Liaise with staff to ensure compliance with local procedures and operating agreements.
- Other related duties as delegated by the Executive Director.

### Human Resources Responsibilities

- The Fundraising Coordinator is not responsible for the supervision of staff, but you may be required to recruit, train and supervise volunteers or interns.
- Undertake job responsibilities in a manner consistent with equity, diversity, child safe and staff health and wellbeing policies and procedures.
- Monitor workload and work environment and take reasonable steps to minimise risks to self and others.



### Selection Criteria

#### Knowledge and Experience

The successful candidate will have:

- Experience in fundraising and/or sales
- Proven ability to meet or exceed fundraising/sales targets
- Track record of personally securing gifts/sales via direct solicitation.

#### Skills and Personal Attributes

Essential skills:

- Excellent interpersonal and presentation skills
- Highly organised with good time management skills
- Negotiation and objection handling skills
- Attention to detail
- Database record management skills
- Financial numeracy, including budgeting and financial management
- Computer literacy particularly MS Excel, Access internet and e-mail usage.

Personal attributes:

- Confident and motivated
- Pleasantly persuasive and persistent
- Capable of interacting with a diverse range of people
- Well presented
- Ability to work independently and from a distance as part of a national team
- Ability to work flexible hours inclusive of some evenings and weekends
- Commitment to Palms Australia's vision, mission, and development philosophy
- Commitment to adhere to equity, diversity, child safe and staff health and wellbeing principles

### Travel

The role will require occasional travel to areas outside the office. A valid driver's license and regular access to a reliable vehicle for work purposes remain conditions of employment throughout tenure.

### Salary Details

- Salary commensurate with experience
- Generous salary packaging includes tax exempt fringe benefits

More details will be made available to suitably qualified applicants.