

Community Fundraising and Events Coordinator

Bobby Goldsmith
Foundation

Position Description

Position Title:	Community Fundraising and Events Coordinator
Reports to:	Marketing and Fundraising Director
Authorised by and date:	CEO, July 2022
Classification level:	Non- Award, not classified
Roles reporting to this one:	Voluntary Volunteer Coordinator
Appointment Status:	Permanent part-time being 60.8hrs per fortnight (0.8 FTE)
Position Purpose	The Community Fundraising and Events Coordinator is a core member of BGF's Marketing and Fundraising team. The position will support income growth, supporter acquisition and donor engagement through the delivery and continuous improvement of Bobby Goldsmith Foundation's portfolio of Community Fundraising.
Community Fundraising	<ul style="list-style-type: none"> • Develop strategies, communication plans and timelines for the community fundraising program; • Identify new opportunities to generate income from existing community partners and build relationships with new community-based organisations to explore and secure collaborative efforts to raise funds; • Responsible for all aspects of managing community fundraising programs including - operations, logistics, reporting and acquittals; • Build strong relationships with key supporters including bars, clubs, dance groups, sporting groups, individuals and performers to maximise fundraising results; • Develop strategies to leverage third party 'mass participation' fundraising events like City2Surf and Blackmores Sydney Running Festival.
Community Fundraising Event planning, coordination and implementation	<ul style="list-style-type: none"> • Ensure BGF's community fundraising events are planned, budgeted, coordinated and implemented on time and within budget, and achieve the agreed upon outcomes; • Forecast income and expenditure, monitor the budget forecast against actuals and explain any variances; • Maintain contact with community service partners to explore and secure collaborative efforts to co-host events; • In collaboration with BGF's Events Coordinator, maintain an events calendar; • Providing support to BGF's Events Coordinator where required in the set up and execution of BGF's major annual (signature) events;

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Volunteering	<ul style="list-style-type: none">• Manage the organisation's volunteering needs through an effective working relationship with a volunteer coordinator (a voluntary role);• Report all developments and issues regularly to the Marketing and Fundraising Director.
Other Responsibilities	<ul style="list-style-type: none">• Attend and participate in regular professional development activities;• Attend and contribute to all staff and team meetings;

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	<ul style="list-style-type: none"> Perform all other reasonable duties as assigned by your Manager from time to time.
Specifications	
Skills	<p>Essential</p> <ul style="list-style-type: none"> time management and meeting the deadlines Effective negotiation and communication skills - clear articulation both in the written and spoken word Strong interpersonal relationship skills High-level computing expertise in particular in programs such as Microsoft Excel, Microsoft Word, Publisher and other Office 365 applications Honed problem-solving skills Attention to detail Numerate <p>Desirable</p> <ul style="list-style-type: none"> Understanding of strategic planning Presentation skills
Experience	<ul style="list-style-type: none"> Sound experience in delivering planned community fundraising events Proven track record in achieving predetermined objectives within the community fundraising sector Proven expertise in working with social and digital media to achieve the organisation's goals
Personal Attributes	<ul style="list-style-type: none"> Personal values align closely with those of BGF's Leadership – being held fully accountable for their performance and their output Energetic with a strong extroversion Self-motivated, highly organised and time efficient Ability to inspire Team oriented and highly collaborative, however focused and result driven when required to work independently Valid, unencumbered driver's license in NSW Committed to working closely with the LGBTIQ+ community The successful applicant must be prepared to undertake a pre-employment Criminal History Check arranged by BGF. In addition, due to the inherent work, health and safety considerations and NSW Health funding requirements of BGF, must also be fully vaccinated against COVID-19 (i.e., double dosed plus recommended booster doses) prior to commencing any work, unless medically exempt.

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Package	<ul style="list-style-type: none">• Tenured role• Hybrid working arrangement (to be agreed with the line manager)• Annual salary \$71,000 per annum pro-rata based on the employee's ordinary working hours (i.e.\$56.8k for 0.8FTE), dependent upon experience and skills.• Compulsory superannuation contributions required by law• Salary packaging available• 60.8 hour working fortnight
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	<ul style="list-style-type: none">• Annual leave per annum pro-rata based on the employee's ordinary working hours (i.e.,0.8FTE) with 17.5% leave loading• 6 month probationary period• Laptop and mobile phone provided• Based in Surry Hills, Sydney, NSW
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