

Fundraising Coordinator (Volunteer Role) Position Description

POSITION	Fundraising Coordinator
REPORTS TO	CEO
RENUMERATION	Voluntary Role
HOURS	TBA
PROBATION	N/A
START DATE	TBA
TERM	TBA
LOCATION	Bellarine and Geelong

About Cherished Pets Foundation

Cherished Pets Foundation (CPF) is a registered charity that enables elderly and disabled people to enjoy the benefits of their companion pets through our volunteer home care assistance program and pet care. We take care of their pets so they don't need to worry. Our vision is for the human-animal bond to be accessible to all.

The Foundation also supports research into understanding the role that companion pets play in improving the lives of vulnerable people

Position purpose

The Fundraising Coordinator will assist the CEO and CPF Fundraising Committee with the development, implementation and delivery of fundraising strategies and initiatives in line with Cherished Pets Foundation's strategic plans.

Key Position responsibilities

- Support the CEO and Fundraising Committee with the management of relationships (ie with trusts, foundations, bequestors, major donors and sponsors)
- Investigate opportunities to attract funds (ie through submission writing, organising fund raising activities, etc)
- Work with local community groups, businesses, organisations, council and government to identify, cultivate and secure new donors and create fundraising activities.

Other responsibilities as required

- Assist with the development of CPF fundraising
 - policies and processes
 - budgets and management
 - events/activities (coordination and reporting)

Qualifications, skills and experience

The Cherished Pets Foundation Fundraising Coordinator should have or be able to develop:

- Knowledge and experience in fundraising, ideally across all or most of the following: bequests, corporate, trusts and foundations, government, major gifts, regular giving, community.
- Experience in coordinating and drafting proposals, funding submissions or bid / pitch documents and other documentation associated with fundraising in various forms
- Experience in developing and delivering fundraising campaigns
- Demonstrated experience developing, managing and reporting on fundraising budgets
- Experience with online and multimedia fundraising
- Proficiency in MS Office, in particular Word and Excel

Personal attributes

- Collaborative, supportive & inclusive
- Accountable, trustworthy & professional
- Innovative, flexible & proactive
- Well developed interpersonal communication skills (both oral and written)
- Proven ability to develop strong sustainable relationships with internal and external stakeholders
- Commitment to a high level of customer service
- Ability to work independently
- Excellent organizational skills and attention to detail
- Willingness to work as part of a team and share information and expertise
- Respectful of the rights, beliefs and personal values of others
- Understanding of the purpose, values and philosophy of the Cherished Pets Foundation
- Have an interest in animals, older people and people with a disability

Key Relationships

- Existing and potential public and private sector funding bodies and business partners
- Cherished Pets Foundation Fundraising Committee
- Community groups, local businesses and organisations, council and government, and private donors.

Terms and Conditions

- The position is voluntary.
- It is estimated that the role will require 2-5 hours per week. The role will then be reviewed.
- The role will include working from home and travel to attend meetings and events in the Bellarine and Geelong.
- Travel expenses will be reimbursed with prior approval.