

## POSITION DESCRIPTION

### Fundraising Officer

<b>POSITION TITLE:</b>	Fundraising Officer [New Position]
<b>REPORTS TO:</b>	Polio Australia Inc Board through the National Program Manager
<b>HOURS:</b>	Part time 0.5 EFT / 20 hrs per week
<b>SALARY:</b>	\$60,000 pa pro-rata plus 9.5% super
<b>TENURE:</b>	2 Year Funded Position (extendable through self-sustainable fundraising)
<b>LOCATION:</b>	89 High Street, Kew, Victoria, 3101

#### 1 About Polio Australia

Polio Australia is a small but active not-for-profit organisation, and the national peak body representing polio survivors throughout Australia. Its Board comprises two representatives from each of the six Australian State Polio Networks, plus two independent directors.

Polio Australia is committed to standardising quality polio information and service provision across Australia to ensure that all polio survivors have access to appropriate health care and the support required to maintain independence and make informed life choices.

#### 2 Position Purpose

Polio Australia is seeking an experienced, dynamic and self-motivated Fundraising Officer who will be responsible for helping to future-proof Polio Australia's service provision and program areas. This newly created position provides a meaningful opportunity to play a lead role in the creation of a philanthropic program to build revenue to support the needs of Australia's ageing polio survivors.

Working in collaboration with the National Program Manager and a small team, the successful applicant will provide strategic fundraising advice and take an active role in the engagement and management of relationships, developing partnerships and sponsors to improve financial and philanthropic support.

### **3 Key Responsibilities**

- Explore opportunities and develop funding/revenue strategy for Polio Australia programs and projects including Government, Corporate, Philanthropic, Private Donors, and Fundraising Events/Activities;
- Develop and nurture long term beneficial relationships with key stakeholders;
- Manage all aspects of applying for and securing funding from government and philanthropic organisations and individuals;
- Manage the contractual arrangements and reporting requirements of relevant funding agreements;
- Develop and manage an annual program of government/philanthropic applications and grant funding opportunities;
- Work collaboratively to prepare for and promote fundraising events and activities;
- Develop and manage a Major Donor Acknowledgement program;
- Work collaboratively to promote fundraising campaigns through email, print, radio, social media, and website;
- Meet agreed income targets and provide accurate budgets, forecasts and prepare reviews for input into Strategic Planning Aims and Objectives;
- Other duties as agreed with the National Program Manager.

### **4 Skills/Experience/Qualifications**

#### Mandatory

- Resourceful and self-motivated, with the ability to undertake projects independently;
- At least 3 years' experience as a Fundraising Officer (or similar), with knowledge and an understanding of the NFP sector and fundraising sector in Australia;
- Established track record in sourcing funding opportunities and writing successful submissions;
- Exceptional verbal and creative writing skills;
- Experience in developing positive relationships and ensuring continued support through excellent stewardship skills;
- Experience with print and radio media relations, and social media as a marketing tool;
- Professional level administration skills, including the use of a range of office technology, project budgeting, and effective time management;
- Skilled in the use of MS Office software, and website maintenance.

#### Highly Regarded

- Relevant qualifications;
- Previous experience in the health, disability or aged care sectors;
- Knowledge of the issues experienced by polio survivors;
- Maturity and compassion;
- Current Australian Drivers Licence.

### **5 Position Review**

- Participate in and contribute to performance appraisals after three months (probation period) and nine months, and annually thereafter.
- Should additional funding become available during the two-year term of this position, the Position Description will be reviewed and remuneration, hours and duties may be revised as required.

### **6 Conditions of Employment**

Conditions as per the National Employment Standards and the Maximum-Term Employment Contract with Polio Australia Inc.