

SUPPORTING
LOCAL ASYLUM
SEEKERS



WWW FUNDRAISING COORDINATOR POSITION DESCRIPTION

The Fundraising Coordinator for West Welcome Wagon (WWW) reports to the Business Development Manager and coordinates a team of fundraising volunteers to promote and organise a range of fundraising campaigns and events in collaboration with other team members in the Business Development team and WWW Core Group.

This is a volunteer position. Work will generally be done from the volunteer's own home and at times to suit the volunteer. It is expected that this volunteer role requires a time commitment of approximately 4 hours per week on average

Key Tasks and Activities

- Development and execution of fundraising strategies that provide financial support for WWW's ongoing work and special projects;
- Undertake administrative duties & accurate maintenance of database records for reporting Purposes;
- Provide direction, support & encouragement to people organising fundraising events including planning, logistics & sourcing of auction items & prizes;
- Act as point of contact for fundraising & donor enquiries;
- Coordinate WWW activities in online fundraising, including crowdfunding and similar programs.
- Working with the other departments of WWW to ensure consistency across campaigns and to optimise success;

Selection Criteria

- Possess strong written and verbal communication skills along with a strong, persuasive personality;
- Ability to build a rapport with internal and external stakeholders quickly;
- Strong attention to detail and organisational skills;
- Comfortable with using IT tools and adopting new IT skills as required.
- Facebook and Google Drive literacy highly regarded;
- Experience in fundraising, business development, sales, marketing, project management or events management will be highly regarded;

West Welcome Wagon will provide:

- Ongoing support from the Business Development Manager and BD team, CEO, Business Managers and Board.
- Access to CORE group of volunteers to support agreed activities as required.
- A small budget may be available if needed, with the understanding that any expenditure must be budgeted for and expenditure reports prepared for the CEO and Board as required.
- Coaching and mentoring to develop marketing and communication skills that would be generally applicable in business.
- Volunteer experience with a grass-roots asylum seeker support organisation
- Regular social events with the team of WWW volunteers.

For more information, please contact volunteer@westwelcomewagon.org.au.