



Community Fundraising Coordinator POSITION PROFILE

PART A: POSITION DESCRIPTION

Position Title:	Community Fundraising Coordinator	Location:	National Office
Group:	Aspect Fundraising	Reports to:	Community Fundraising Manager

Organisation Purpose

A different brilliant[®] - Understanding, engaging and celebrating the strengths, interests and aspirations of people on the autism spectrum.

Vision	Mission	Values
The best opportunities for people on the autism spectrum	We work with people of all ages on the autism spectrum, delivering evidence-informed solutions that are person-centred, family-focused & customer-driven	We are passionate about people, about being positive and about what's possible

Team Purpose

To implement Autism Spectrum Australia (Aspect)'s fundraising strategies by fostering trust and confidence with a growing community of supporters and stakeholders. Champion consistent use of the fundraising value proposition: *Creating a world where no-one on the autism spectrum is left behind.*

Position Purpose

To provide project coordination, fundraising and administrative support to the Community Fundraising team to help grow, engage and retain Aspect's IN IT for AUTISM community supporter base and achieve income targets. To assist with and coordinate a range of activities to help deliver

campaigns and build relationships with a network of fundraisers to encourage support and raise funds on behalf of Aspect.

Outcomes

Key Result Area:	Requirements & Expectations	Success Indicators
Community Fundraising, Communications and Community Support	<ul style="list-style-type: none"> • Provide project coordination, fundraising and administrative support to the Community Fundraising team to help grow, engage and retain Aspect's IN IT for AUTISM community supporter base • Assist with delivery of peer-to-peer and DIY campaigns and events including on-the-day logistics and volunteer coordination support • Coordinate completion of selected DIY and Aspect Schools fundraising initiatives/events. Monitor progress and offer advice in a timely manner on how to increase fundraising to help achieve targets • Coordinate Aspect's In Lieu community fundraising program (encompassing In Memory and In Celebration). Liaise with supporters and provide information and receipts • Produce and distribute campaign/event collateral including information reports and receipts • Respond to enquiries, as the primary contact, from Aspect Schools, DIY fundraisers and volunteers efficiently and in a timely manner • Respond to all Authority to Fundraise (ATF) applications and maintain processes, database information and related paperwork • Coordinate and distribute notifications from Aspect's fundraising platforms Funraisin, Grassrootz and GoFundraise • Assist with implementation of Campaign Monitor email campaigns • Coordinate volunteers and community fundraising speakers • Coordinate all fundraising legislation information, administration and licences • Attend community fundraising initiatives, activities and events when required • Support Walk for autism, Ride for autism and Run for autism project teams • Provide telephone and project support for broader fundraising team 	<ul style="list-style-type: none"> • Campaigns and activities meet or exceed budgets and KPIs (in collaboration with the CF Executive) • Campaigns and activities are delivered on time, to a high standard and within budget (in collaboration with the CF Executive) • DIY and Aspect Schools fundraisers report high level of customer care. • Less than 10% ATF out-of-date • All community fundraisers are compliant with Fundraising, Privacy Legislation and branding guidelines • Evidence that all enquires are responded to effectively and efficiently • Evidence of understanding of fundraising platforms and email technology

Marketing - IN IT for AUTISM	<ul style="list-style-type: none"> • Maintain up-to-date content on the community fundraising section of the Aspect website, IN IT for AUTISM fundraising microsite and other fundraising platforms • Assist with the maintenance of the IN IT for AUTISM fundraising digital and offline assets, collateral and marketing/communication materials and Facebook group • Maintain a stock control system for IN IT for AUTISM merchandise, digital and offline assets and coordinate distribution of materials • Assist with development of IN IT for AUTISM fundraising training materials and assets (webinars, short videos, digital toolkits) 	<ul style="list-style-type: none"> • Up-to-date content relating to community fundraising is maintained on the website and other platforms • Community fundraising marketing materials are up-to-date • Stock control system is accurate and easily accessible • Training materials and assets are of a high quality, engaging and receive excellent feedback from fundraisers (in collaboration with the CF Executive)
Relationships and Stakeholder Engagement	<ul style="list-style-type: none"> • Provide excellent support and customer care to community fundraisers, Aspect staff, Aspect Schools, families, P&F Committees and volunteers • Coordinate the planning and implementation of supporter recognition events and engagement activities • Foster strong relationships within Aspect including the wider Fundraising team, Communications and schools/program/service delivery teams • Maintain relationships with key suppliers including designers, copywriters, digital, social and fundraising platform suppliers 	<ul style="list-style-type: none"> • Stewardship and recognition processes are delivered in a friendly and timely manner • Positive feedback from Aspect staff and suppliers received • Effective working relationships built/maintained within the wider Fundraising team.
Database and Reporting	<ul style="list-style-type: none"> • Assist with the output of weekly/monthly campaign/event financial and performance trackers • Assist with the creation of post-campaign reports and present to stakeholders • Ensure all funds are coded and allocated correctly and thank you receipts distributed in a timely manner • Maintain accurate and current information in Raiser's Edge database on existing and potential fundraisers and volunteers 	<ul style="list-style-type: none"> • Real-time campaign tracking produced for every activity • Post-campaign report produced for every activity • Income coding and database reflects 100% accuracy. • Evidence that record maintenance reflects data integrity and accuracy

Safeguarding the people we support	<p>Aspect is committed to providing an environment free from abuse, neglect and exploitation of the people we support.</p> <p>Staff are expected to:</p> <ul style="list-style-type: none"> Follow safeguarding guidelines as outlined in Aspects Safeguarding the People We Support policy and Code of Conduct. Complete mandatory Code of Conduct training and implement into day to day operations and practice Be vigilant and maintain a heightened sensitivity to recognising signs of abuse, neglect or exploitation and escalate/report those signs/concerns Escalate/report other staff practices which deviate from policy/procedure 	<ul style="list-style-type: none"> Demonstrated evidence that Aspect's values and Code of Conduct are understood and practised in all aspects of work Completion of Code of Conduct on-line training
Work Health, Safety & Well-being Requirements	<p>It is a requirement for all staff to:</p> <ul style="list-style-type: none"> Take reasonable care for their own health and safety Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with legislative requirements Report unsafe conditions or practices, and make suggestions to their manager on improving work, health & safety at Aspect Exercise duty of care in the health, safety and welfare of students and participants and ensure they are treated with dignity and respect Participate in the staff consultation process about work health & safety matters 	<ul style="list-style-type: none"> Work, Health & Safety matters are included as part of regular meetings Identified hazards, issues or risks are evaluated and appropriate management controls are adhered to

PART B: POSITION CRITERIA

Capabilities	Oral and Written Communication	Warm and engaging communication style with the ability to maintain clear, customer focussed communication across a variety of media including phone, email and letters
	Planning and Organisation	Strong organisational and time management skills with the ability to plan and manage multiple projects at a time to meet varying deadlines
	Managing relationships	Capacity to form, build and maintain effective working relationships
	Personal effectiveness	Exceptional interpersonal skills including the ability to work independently and as a member of a team, maturity, attention to detail and a strong ability to empathise

Knowledge and experience	<ul style="list-style-type: none"> • Excellent organisational, project coordination, relationship and customer service skills • Strong ability to multi-task and work under pressure • Excellent written and verbal communication skills • Sound database skills with the ability to effectively manage various administrative tasks • Superior attention to detail • Proven ability to develop strong working relationships with people at all levels • Demonstrated ability to work autonomously and as part of a team, with a flexible, positive and collaborative approach • Proficiency in the use of Microsoft Office suite and experience working with a CRM database • Ability to attend out-of-hours local and national events throughout the year, including weekends, where needed
Qualifications	<ul style="list-style-type: none"> • Relevant tertiary qualification/s in communications, marketing, project co-ordination or administration or 1+ years' experience – a background in customer service will be considered favourably
Job requirements (essential)	<ul style="list-style-type: none"> • Current driver licence • Ability to attend functions and events outside standard business hours • National Police Check (NPC) appropriately cleared • Working with Children Check or equivalent state clearance
Job requirements (desirable)	<ul style="list-style-type: none"> • Knowledge of Raiser's Edge or similar CRM database is not essential but would be considered favourably • Empathy for people with a disability and their families/carers

PART C: APPROVED BY

Position Approved by: Olivia Shah January 2021 _____