



## Aspect Community Fundraising Coordinator POSITION PROFILE

### **PART A: POSITION DESCRIPTION**

<b>Position Title:</b>	Aspect Community Fundraising Coordinator	<b>Location:</b>	Frenchs Forest
<b>Group:</b>	Aspect Fundraising	<b>Reports to:</b>	Aspect Community Fundraising Team Leader

### **Organisation Purpose**

A different brilliant<sup>®</sup> - Understanding, engaging and celebrating the strengths, interests and aspirations of people on the autism spectrum.

<b>Vision</b>	<b>Mission</b>	<b>Values</b>
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.

### **Position Purpose**

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. 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
<b>Aspect Community Fundraising</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Assist with delivery of peer-to-peer and DIY campaigns and events including on-the-day logistics and volunteer coordination support.</li> <li>• 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.</li> <li>• Coordinate Aspect's In Lieu community fundraising program (encompassing In Memory and In Celebration). Liaise with supporters and provide information and receipts.</li> <li>• Produce and distribute campaign/event collateral including welcome packs, merchandise, marketing collateral, photos, prizes, certificates, information reports, receipts.</li> <li>• Primary contact for incoming enquiries from Aspect Schools, DIY fundraisers and volunteers, ensuring that all enquires are responded to in a timely manner and forwarded to the correct person.</li> <li>• Respond to all Authority to Fundraise (ATF) applications and maintain processes, database information and related paperwork.</li> <li>• Coordinate and distribute notifications from Aspect's fundraising platforms Funraisin, Everyday Hero, Grassroots and GoFundraise.</li> <li>• Assist with implementation of Campaign Monitor email campaigns.</li> <li>• Coordinate volunteers and community fundraising speakers</li> <li>• Coordinate all fundraising legislation information, administration and licences.</li> <li>• Attend community fundraising initiatives, activities and events when required.</li> <li>• Support Walk for autism project team, as required.</li> </ul>	<ul style="list-style-type: none"> <li>• Campaigns and activities meet or exceed budgets and KPIs</li> <li>• Campaigns and activities are delivered on time, to a high standard and within budget</li> <li>• DIY and Aspect Schools fundraisers report high level of customer care.</li> <li>• Less than 10% ATF out-of-date.</li> <li>• All community fundraisers are compliant with Fundraising, Privacy Legislation and branding guidelines.</li> <li>• All enquires are responded to effectively and efficiently.</li> <li>• Working understanding of fundraising platforms and email technology.</li> </ul>

<b>IN IT for AUTISM Marketing</b>	<ul style="list-style-type: none"> <li>• Maintain up-to-date content on the community fundraising section of the Aspect website, IN IT for AUTISM fundraising microsite and other fundraising platforms as required.</li> <li>• Support with the maintenance of the IN IT for AUTISM fundraising digital and offline assets, collateral and marketing/communication materials and Facebook group.</li> <li>• Maintain a stock control system for IN IT for AUTISM merchandise, digital and offline assets and coordinate distribution of materials as required.</li> <li>• Assist with development of IN IT for AUTISM fundraising training materials and assets (webinars, short videos, digital toolkits).</li> </ul>	<ul style="list-style-type: none"> <li>• Community fundraising marketing materials are up-to-date, relevant and informative.</li> <li>• Stock control system accurate and easily accessible.</li> <li>• Training materials and assets are of a high quality, engaging and receive excellent feedback from fundraisers.</li> </ul>
<b>Relationship Management</b>	<ul style="list-style-type: none"> <li>• Provide excellent support and customer care to community fundraisers, Aspect staff, Aspect Schools, families, P&amp;F Committees and volunteers.</li> <li>• Coordinate the planning and implementation of supporter recognition events and engagement activities.</li> <li>• Foster strong relationships within Aspect including Fundraising, Communications and schools/program/service delivery teams to gather and develop content</li> <li>• Maintain relationships with key suppliers including designers, copywriters, digital, social and fundraising platform suppliers.</li> </ul>	<ul style="list-style-type: none"> <li>• Stewardship and recognition processes are delivered in a friendly and timely manner</li> <li>• Positive feedback received from community fundraisers, Aspect staff, Aspect Schools, families, P&amp;F Committees and external suppliers.</li> </ul>
<b>Database and Reporting</b>	<ul style="list-style-type: none"> <li>• Assist with the output of weekly/monthly campaign/event financial and performance trackers.</li> <li>• Assist with the creation of post-campaign reports and present to stakeholders as required.</li> <li>• Ensure all funds are coded and allocated correctly and thank you receipts distributed in a timely manner.</li> <li>• Maintain accurate and current information in Raiser's Edge database on existing and potential fundraisers and volunteers.</li> </ul>	<ul style="list-style-type: none"> <li>• Real-time campaign tracking produced for every activity.</li> <li>• Post-campaign report for every activity.</li> <li>• Income coding is 100% accurate.</li> <li>• Update and maintain records for data integrity and accuracy.</li> </ul>
<b>Safeguarding the people we support</b>	<p>Aspect is committed to providing an environment free from abuse, neglect and exploitation of the people we support. Staff are expected to:</p> <ul style="list-style-type: none"> <li>• Complete mandatory Code of Conduct training and implement into day to day operations and practice</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrated evidence that Aspect's values and Code of Conduct are understood and practised in all aspects of work</li> </ul>

	<ul style="list-style-type: none"> <li>Be vigilant and maintain a heightened sensitivity to recognising signs of abuse, neglect or exploitation and escalate/report those signs/concerns</li> </ul>	<ul style="list-style-type: none"> <li>Completion of Code of Conduct on-line training</li> </ul>
<b>Work Health, Safety &amp; Well-being Requirements</b>	<p>It is a requirement for all staff to:</p> <ul style="list-style-type: none"> <li>Take reasonable care for their own health and safety</li> <li>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</li> <li>Report unsafe conditions or practices, and make suggestions to their manager on improving work, health &amp; safety at Aspect.</li> <li>Participate in the staff consultation process about work health &amp; safety matters</li> <li>Understand and adhere to Aspect's Code of Conduct</li> </ul>	<ul style="list-style-type: none"> <li>Observe at all times Aspect's safety policies and procedures are followed including site specific work practices and management instructions</li> <li>All hazards, incidents and injuries are reported to management as per Aspect's risk management procedures</li> <li>Health safety and welfare of self and others is ensured as far as reasonable</li> <li>Actively participate in safety consultation as required</li> </ul>

## **PART B: POSITION CRITERIA**

<b>Capabilities</b>	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	Organisational and time management skills with the ability to plan and manage more than on project at a time to meet multiple 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
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>Excellent organisational, project coordination, relationship and customer service skills</li> <li>Strong ability to multi-task and work under pressure</li> <li>Excellent written and verbal communication skills</li> <li>Sound database skills with the ability to effectively manage various administrative tasks</li> <li>Superior attention to detail</li> <li>Proven ability to develop strong working relationships with people at all levels</li> <li>A positive attitude and demonstrated ability to work autonomously and as part of a team, with a flexible, positive and collaborative approach</li> <li>Proficiency in the use of Microsoft Office suite and experience working with a CRM database</li> <li>Ability to attend out-of-hours local and national events throughout the year, including weekends, where needed</li> </ul>	

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<b>Job requirements (essential)</b>	<ul style="list-style-type: none"> <li>• Empathy for people with a disability and their families/carers is desirable</li> <li>• Current drivers licence</li> <li>• Ability to attend functions and events outside standard business hours.</li> </ul>
<b>Job requirements (desirable)</b>	<ul style="list-style-type: none"> <li>• Knowledge of Raiser's Edge or similar CRM database is not essential but would be considered favourably</li> </ul>

### ***PART C: APPROVED BY***

Position Approved by: \_\_\_\_\_

### ***PART D: ACKNOWLEDGEMENT OF INCUMBENT***

I have read and understood the requirements of the position

Name: \_\_\_\_\_ (Date) \_\_\_\_\_