

Vision

A cancer free future.

Statement of purpose

We are Australia’s leading cancer charity uniting the community to reduce the impact of cancer.

Position description and person specification

Position title:	Relationship Officer		
Unit:	Marketing, Relationships and Fundraising		
Department:	Fundraising		
Location:	202 Greenhill Rd, Eastwood		
Manager:	Fundraising Manager		
Employment:	Full Time 1.0 FTE		
Last updated:	November 2018	By whom:	Fundraising Manager

Cancer Council SA

- Has worked resolutely since 1928 to deliver cancer research, prevention, and support services.
- Is the state’s leading independent, cancer-related, non-government organisation, dedicated to reducing the impact of cancer for all South Australians
- Invests in three main strategic objectives: research, prevention and support
- Is uniquely positioned as a resource for action and a voice for change towards a cancer free future
- Is committed to The National Principles of Volunteer Involvement and Management
- Maintains a non-smoking workplace and provides assistance with quitting
- Requires employees and volunteers to promote cancer preventing healthy lifestyle practices and behaviours, as outlined in organisational policies.

Our core values are represented by 16 value statements that encapsulate 16 behaviours—they are grouped into four headline attitudes:



<p>CAN-DO</p> <p>Innovation <i>We look to the future</i></p> <p>Commitment <i>We stay the course</i></p> <p>Selflessness <i>We help each other</i></p> <p>Courage <i>We are brave</i></p>	<p>STAKEHOLDER DRIVEN</p> <p>Creating value <i>We deliver social impact</i></p> <p>Accountability <i>We are answerable for our actions</i></p> <p>Responsibility <i>We are financially prudent</i></p> <p>Appreciation <i>We celebrate success</i></p>
<p>HIGH PERFORMING</p> <p>Stretch <i>We strive for success</i></p> <p>Excellence <i>We are dynamic</i></p> <p>Management <i>We understand our boundaries</i></p> <p>Ownership <i>We take ownership of our behaviour</i></p>	<p>OPENNESS AND INTEGRITY</p> <p>Respect <i>We are respectful</i></p> <p>Acceptance <i>We are accepting</i></p> <p>Honesty <i>We are authentic</i></p> <p>Trust <i>We do what we say</i></p>

Unit role and objectives

Business Development & Communications

A fun and dynamic unit, the Business Development Unit (BDU) is all about harnessing the passion of the community to generate the income required to fund critical research, prevention and support programs.

We aim to attract and retain the best talent to ensure we can continue to beat cancer. Our targets are stretch targets and will remain stretch targets as long as people continue to have their lives cut short or quality of life diminished by cancer. To combat cancer, in the BDU we have brilliant Marketers, PR professionals, fundraising experts and relationship officers who manage some of Australia's most loved fundraising campaigns and support the other dedicated teams at Cancer Council SA. We're a passionate group of professionals committed to the defeat of cancer and what we do directly assists our colleagues running class-leading research, prevention and support programs.

Every day we make a difference.

Position overview

Working within the Fundraising Team, the Relationship Officer (RO) is responsible for delivering successful Relay for Life (RFL) events as well as contributing to other Cancer Council campaigns and events. In coordinating the RFL calendar, the RO will recruit, manage and empower the RFL volunteer committees, supporting them to deliver successful events that achieve financial and engagement targets. As a member of the broader fundraising team, the RO will also be required to work on other fundraising campaigns and community events.

Reporting relationships

This position reports to: Fundraising Manager

Number of staff reporting to position: Nil

Key accountabilities (outcome based)

- Recruit, secure and retain committed and effective volunteer committees to implement RFL in their community.
 - With the State Campaigns Manager and Fundraising Manager, develop and implement an engagement plan to recruit new members where needed
 - Develop and maintain bespoke engagement plans to retain and motivate committee members to fundraise and assist in the recruitment of other fundraisers
- Coach and guide the committee members to implement RFL events that deliver on income and engagement targets
 - Build strong working relationships with committee Chairs and empower them to deliver effective committee leadership to ensure event targets are reached. Identify their individual coaching/ training requirements and facilitate the support as required.
 - Support and coach the committee members as needed and especially in delivering the RFL targets and outcomes

- Directly provide basic training for all committee members on their role and responsibilities utilising Relay For Life training materials.
- Ensure committee members have the resources they require to undertake the scope of work of their assigned roles.
- Attend and help coordinate RFL committee meetings
- Look for ways to improve the recruitment, training and management of committee members with a view to making them as self-sufficient as possible while ensuring that RGL goals are met.
- Develop and implement plans to maximise the participation and fundraising into Relay for Life events
 - Work with the Project Manager and Campaigns Officer to develop strategies and opportunities to improve RFL and its reach and especially the recruitment of team captains and teams
 - Develop supporter plans to activate team captains in fundraising and ensure they have the tools and support to achieve their fundraising targets
 - Work with the Campaigns Coordinator to implement acquisition, fundraising activation and retention plans for RFL.
- Ensure timely planning, implementation and reporting in line with the project management guidelines
 - Develop and be accountable for the delivery of operational plans, including target goals, milestones, risks and issue for each RFL
 - Regularly report back against targets and goals, flagging any risks and issues and ensure that accurate records, including database, are maintained.
 - Complete post-RFL reports
- Outside of the RFL events and season, and during peak campaign periods, support the broader Fundraising Team including
 - Assisting the Community Fundraising Officer in the delivery of CCSA's community portfolio and especially in regional areas or where RFL committees are active
 - Support the Campaigns Team in executing Daffodil Day and Undies Run as required
 - Work with the Fundraising Manager as directed on priority projects
- As a member of the broader Fundraising Team, undertake fundraising training and coaching either on-the-job or externally to grow fundraising expertise; be able and willing to contribute to campaigns and events beyond RFL as needed.
- Due to the seasonal nature of our portfolio of projects we experience periods of heavy workload throughout the year. All team members will be required to assist with tasks outside of their core role during these periods.

Protect your own health and safety and that of others by:

- Complying with, and actively contributing to the development of, organisational policy and safety systems.

Person specification (knowledge, skills and experience)

- Tertiary qualifications in project management or related field is desired.
- Excellent stakeholder management skills with the ability to develop relationships with a diverse range of supporters / in both metro and regional areas

- Outstanding communication, interpersonal, oral & written skills
- A self-starter who can work independently and as part of the team
- A demonstrated track record in acquiring and developing new business and growing existing business relationships to achieve financial and engagement goals
- Experience in planning, managing and reporting on projects from planning through implementation and reporting
- Demonstrated teamwork and collaboration skills to achieve project outcomes effectively and efficiently, working within a busy environment.
- Time management skills together with resourcefulness and initiative to manage multiple priorities and projects.
- Competence in the use of MS Outlook and MS Word (PowerPoint and Excel desirable)
- Not for profit sector and/or membership services experience (desirable)
- A minimum of 3 years' experience in a similar role from either the not-for-profit sector or corporate sectors is desired
- Current SA Driver's license (required)

Special conditions

- Frequent Intra/inter-state travel, out of hours and weekend work required
- May be required to undertake a health assessment prior to commencement
- All appointees will be required to submit to a satisfactory Criminal History Assessment and DHS Child Related Screening
- The successful applicant must be a non-smoker

Personal Characteristics

- Integrity and commitment to ethical behaviour in line with Cancer Council SA's values.

Signatories

Incumbent

Name: _____

Signature: _____

Date: _____

Manager

Name: _____

Signature: _____

Date: _____