



Position Description

Position Title: Community Partnership Advisor –North Queensland

Department: Community Engagement

Reports to Position: Community and Corporate Partnerships Manager

Direct Reports: Nil

Guide Dogs Queensland Values

All employees are required to conduct all activities in a manner consistent with our CARES values:

C – Committed

A – Accountable

R - Respectful

E – Ethical

S – Successful

NDIS Risk Assessed Role

Managers to complete risk assessment – please select:

Key Personnel Role ☐ Yes ☒ No

Delivery of support/services to clients ☐ Yes ☒ No

More than incidental contact with clients ☐ Yes ☒ No

Position Overview

Deliver an effective, community fundraising and events program throughout the North and Far North Queensland regions which is aligned with GDQ's community engagement priorities and strategies. Develop and steward relationships across various stakeholder groups, including but not limited to donors, volunteers, community organisations, service clubs, schools and corporate partners.

This position facilitates community fundraising programs through peer-to-peer fundraising initiatives, volunteer engagement, and coordination of GDQ campaigns and support of third party fundraising opportunities.

Further develop and provide ongoing growth of the current Work Place Giving program within the state based program guidelines.

The position works within the Community Engagement Department and comes under the supervision of the Community and Corporate Partnerships Manager.

The position works closely with the Media and Marketing team, the Bequests and Major Donor team, Commercial Operations and other regional fundraising staff around Queensland. Also aligning good working relationships with all other departments within Guide Dogs Qld.

Essential Functions and Responsibilities

- Increase revenue from fundraising and community engagement activities within the Far North Qld region, including regional travel where required.

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- Maintain and steward relationships with GDQ's supporters in the region, including donors, volunteers, and community organisations.
- Ensure effective local delivery of state-wide fundraising programs, special events and marketing campaigns.
- Contribute to the development of a calendar of activities and events for raising GDQ's profile in the community and providing a platform for growth and development.
- Utilise and manage volunteers in a range of capacities to support community fundraising activities and events.
- Maintain the current Workplace Giving program via existing relationships through developed donor journeys which create opportunity for stewardship pathways to integrate relevant programs as directed by the WPG program manager.
- Maintain accurate records of all supporter contact in the CRM (Microsoft Dynamics) and for all Volunteer contact in GDQ Volunteer database.
- Identify, monitor and support local (third party) community fundraising activities in the Far North Qld region and provide feedback to the Community and Corporate Partnerships Manager where appropriate.
- Oversee local community requests for attendance of public speakers, Guide Dog Teams, etc.
- Provide timely monthly reports to management on community engagement activities in the region.
- Represent GDQ at events and public relations functions, including speaking and/or presenting, as required.
- Coordination of peer-to-peer and third party fundraisers through their GDQ donor journey to achieve income growth and enhance community engagement with Guide Dogs Queensland.
- Liaise with external agencies and suppliers to ensure accountability and provision of high quality, cost effective services.
- Perform administrative tasks where required that support the community fundraising program of events and activities.

Other Duties and Responsibilities

- Other related duties as required.
- Participate in professional development opportunities.
- Comply with GDQ Quality Management System and its certifications.
- Act as a Warden or First Aid Officer where required.
- Foster pleasant, respectful and productive working relationships with staff.
- All employees are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.



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Supervisory Responsibilities

Nil

Knowledge and Skills

Essential

- As part of our recruitment and selection process, applicants will be required to undergo pre-employment criminal history checks as required by varied legislation. This may include worker screening required by the NDIS which aims to guarantee that key personnel and other workers do not pose an unacceptable risk to the safety and wellbeing of NDIS participants.
- At least 3 years' experience in a Community Fundraising or Events role, preferably within a non-profit environment.
- Undergraduate or post-graduate qualification in fundraising, marketing or a related discipline or relevant experience.
- Proven track record of building strong networks and relationships within a community based setting.
- Excellent interpersonal skills with an ability to build rapport and communicate effectively in a broad range of community and corporate settings.
- A demonstrated understanding of peer-to-peer fundraising principles and strategies.
- Familiarity with community based social marketing strategies, using a range of channels and media.
- A strong aptitude for developing systems and processes that improve time and cost efficiencies.
- Excellent project management skills, including a demonstrated ability to liaise effectively with a broad range of stakeholder groups (staff, volunteers, etc.).
- A high level of emotional intelligence, with demonstrated ability to deal with people in a sensitive and sympathetic manner.
- Skills in networking and building relationships across a range of communities and sectors.
- Experience with Microsoft Excel, Word and CRM databases.
- A self-starter with an ability to work to tight deadlines.
- Current driver's license.



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Desirable

- Knowledge and/or experience working in a Not-for-profit environment
- A demonstrated commitment to ongoing professional education and development.
- Membership of Fundraising Institute Australia or other relevant professional association

Working Conditions and Environment

Some time is spent working out of the office and outside normal working hours in order to fulfil the requirements of the role. This includes attending external functions and events, meeting with donors or volunteer fundraisers and general business networking. Some weekend work required in support of the event calendar of activities.