# Position Description

# Community Fundraising Relationship Officer

**Vision Australia, supporting people who are blind or have low vision to live the life they choose.**

## Purpose of Position

This role works to build relationships with community fundraisers, Friends of Vision Australia groups, Collection Dog partners and volunteers, Volunteer Partnership Coordinators and assists with Carols by Candlelight to increase revenue through nurturing community fundraising relationships. The role works nationally across all Vision Australia and Seeing Eye Dogs programs.

## Context

The Vision Australia Community Fundraising team are responsible for nurturing and administering relationships with supporters who wish to support Vision Australia/SED through fundraising events. The team is the central resource to support Vision Australia’s community fundraising program, including a network of Vision Australia fundraising committees and individuals wishing to hold their own fundraising activity. The team also liaises with, and acts in support of, Vision Australia offices to facilitate their local fundraising programs. The Community Fundraising Relationship Officer will also play a role in supporting Carols by Candlelight during peak times.

## Principal Responsibilities

* Develop and foster strong relationships with community fundraisers, Seeing Eye Dogs collection dogs hosts and volunteers, Friends of Vision Australia groups, third party active fundraising and community groups.
* Provide administrative support to local offices and volunteers for the Collection Dog Program.
* Ensure fundraising compliance across community fundraising, including the registration of all community and volunteer fundraisers in line with state requirements, and that volunteers for whom you are responsible are supported in their fundraising.
* Provide effective administrative and event support, contributing to the Carols by Candlelight team and this where necessary.
* Represent Vision Australia at community events in metropolitan and regional locations, if required.
* Establish and maintain a solid understanding of Vision Australia services, products and processes.
* Contribute to the overall performance of Vision Australia through participation as a member of the team.
* Maintain asafe workplace by ensuring staff, volunteers and clients receive adequate information, training and instruction on WHS. Provide adequate supervision to all persons on Vision Australia sites and events and ensure all safety issues are reported and addressed.
* Other duties as required by Manager.

## Key Performance Indicators

Key performance indicators will be clearly defined through the performance planning process.

## Essential Job Competencies

* Fundraising experience/knowledge strongly desired.
* High level interpersonal and influencing skills.
* Proven ability to build effective relationships with different types of individuals.
* Ability to present to small groups and at larger community events.
* Experience in administrative support for community groups, i.e., committees.
* Ability to support donor events.
* Excellent interpersonal, verbal and written communication skills.
* Advanced computer skills in Microsoft Office and other standard applications.

## Organisational Values

The expectation that we set is that our workforce understands and models our values and behaviors in everything they do 100% of the time.

* Person-Centred - We measure our success in terms of outcomes for our clients;
* Accountable - We hold ourselves responsible for what we do and don’t do;
* Collaborative - We work well together and with others to deliver the best possible outcomes;
* Commercially Focussed - We work efficiently and responsibly to sustain and grow our services and influence;
* Agile - We will adapt, learn and innovate to have a positive impact in a changing environment.

## Vision Australia environment

Many Vision Australia employees work with Seeing Eye Dogs and all employees are likely to have contact with working dogs.

Employment is subject to the Organisation receiving a National Police Record Check and if relevant, a Working with Children Check or QLD Blue Card or Vulnerable Persons (ACT) check.

## Role Scope

**Reports to: Community Fundraising and Event Marketing Manager**

Direct Report Staff: 0

In-Direct Report Staff: 0

## Review of Job Description

This job description will be reviewed in line with the performance planning and appraisal process.

END