

ROLE TITLE: Community Fundraising & Events Coordinator

DEPARTMENT: Marketing, Communications and Events

Mission Statement	<p>Drought Angels (DA) provides direct and timely financial assistance, essential resources and meaningful relief for Primary Producers across Australia impacted by drought and natural disasters.</p> <p>Our commitment is to provide heartfelt, discreet, and personalised support to farmers and rural communities.</p> <p>For more information, go to www.droughtangels.org.au</p>
Values	<p>Our Values:</p> <ul style="list-style-type: none"> • Integrity: We remain true to our mission and work hard to provide exceptional service • Community: We strive to make a difference in the community. • Engagement: We make meaningful connections. • Collaboration: We work with a common purpose to demonstrate and promote strong leadership to deliver optimal results. • Commitment: We deliver relationships that make a positive difference.
Role Purpose	<p>The Community Fundraising and Events Coordinator is responsible for administering, supporting, and growing community and third-party fundraising events, plus delivering national fundraising and profile-raising events for DA.</p>
Reports To	<p>Director of Marketing, Communications and Fundraising.</p>
Direct Reports	<p>Nil</p>
Key Responsibilities	<p>Community & Third-Party Fundraising Events (70%)</p> <ul style="list-style-type: none"> • Proactively sourcing, developing, and providing event advice for all community and third-party fundraising and event-based fundraising opportunities. • Developing and delivering operational event resources for third party fundraisers including but not limited to: risk assessments, resourcing ideas, suppliers, task lists and timelines, event registrations platforms, online peer-to-peer fundraising platforms, as well as monitoring all tasks and their status through to and including delivery and stewardship.

- Writing promotional copy for emails, newsletters, social media, and websites to promote community and third-party events.
- Evaluating, monitoring, and reporting on the ongoing performance of community fundraising and event-based fundraising strategies including monthly and annual reports on budgetary analysis (income vs. expenditure and variations) acquisition, retention, and attrition rates.
- Providing high quality support, advice and up-to-date information to donors and prospects, members of public, key sponsors, corporations, and other external stakeholders wishing to undertake fundraising activities.

Event Coordination for DA (25%)

- Responsible for coordinating national fundraising events and profile-raising activities.
- Coordinating the recruitment and scheduling of volunteers for event related activities.
- Identify new event opportunities and build proposals in-line with DA fundraising objectives and operational capability.
- Develop complete project plans for each proposed event, detailing:
 - Purpose of event and expected return on investment
 - Resource requirements, labour (staff and volunteer), equipment, travel/transport and catering
 - Logistics plan
 - Assistance required from DA departments
 - Task list for any volunteer involvement for planning and/or event day work,
 - Event day run sheets with appropriate briefing schedules for staff / volunteers
- Complete OHS documentation for all aspects of the event, including a contingency plan.
- Work closely with all DA departments that will be involved in the event from planning through to event day to ensure that event requirements can be met.
- Effectively coordinate each event occasion, safely, within budget, and to achieve the stated purpose.

Other (5%)

- Liaising, negotiating, securing and managing suppliers, event stakeholders, key partners, and prize donors to ensure the timely and effective delivery of external logistical support.
- Sourcing and managing DA merchandise
- Coordinating thank-you follow up activities with all guests, participants, community fundraisers, prize donors, sponsors etc. as required.
- Ensure that all required licences, permits and any other legal requirements/authorisations are obtained prior to an event.

	<ul style="list-style-type: none"> • Manage each event budget and handle invoice and supplier account queries relating to events. • Ensure DA's CRM (ThankQ) is developed and maintained with all relevant contact information and activity for events and community groups accurately recorded. • General administrative tasks to assist the organisation when required. • Other tasks as required
Key Contacts/ Working Relationships	<ul style="list-style-type: none"> • Marketing, Communication, and Fundraising Team • Broader DA Team • DA Volunteers • Event Suppliers • Event software providers • DA Supporters
Qualifications	<ul style="list-style-type: none"> • B.A. of Event Management (Equivalent work experience or recognised industry certifications will be considered)
Job Specific Skills	<ul style="list-style-type: none"> • Creating and delivering innovative fundraising events. • Experience managing supporter relations and meeting financial targets. • Ability to motivate and engage supporters. • Excellent communicator with personable attributes. • Experience of fundraising events, campaign management, and project planning. • Comprehensive budgeting skills. • Initiative to contribute positively and identify new opportunities for continual improvement. • High level attention to detail. • Flexibility to manage multiple tasks. • Strong organisational skills with evidence of delivery. • Outbound phone experience. • Understanding of fundraising CRMs (preferably ThankQ)
General Skills	<ul style="list-style-type: none"> • Support our mission and culture of philanthropy by participating in or attend events and other activities as appropriate that are organised for our supporters and donors.

	<ul style="list-style-type: none"> • Be cognisant of fundraising opportunities and share contacts and information that will help build and sustain DA. • Ability to provide helpful, behaviourally specific feedback to others and engage in open and honest communication. • Ability to listen, give, and receive feedback in a productive and professional manner. • Ability to evaluate problems and solve them in a timely manner • Respond to concerns with empathy and inclusivity. • Demonstrated computer skills, including proficiency with Microsoft Office, particularly Word, Excel, Outlook, PowerPoint, and Teams, and data analytics. • Ability to work as part of a team, including willingness to support colleagues during busy periods. • Non-profit experience a plus.
Terms	<ul style="list-style-type: none"> • The role is subject to successful completion of a 6-month probationary period. • The position is based at the Brisbane office in Virginia (Northside). A mix of in-person and remote work is anticipated in a post-covid working environment. • Travel to our Chinchilla office will be required on a quarterly basis.