



Literacy
Foundation
for Children

WE ARE RECRUITING!

Fundraising Coordinator

About the Company

The Literacy Foundation for Children (LFC) is a not-for-profit organisation focused on assisting children with dyslexia, dyscalculia and dysgraphia. These learning disorders can be serious learning barriers for children and it can be difficult to find the necessary support to have equal learning opportunities.

We help families through the raising of funds so they can afford the support they need. The foundation further provides awareness workshops and strategy teaching methods for school teachers.

About the Role

We are currently seeking a volunteer with an interest in finance and accounting for a Fundraising Coordinator. Your objective will be to organise fundraising streams and plan key strategies to grow the LFC. This hands-on role will give you opportunity to work closely with the team as well as important guests & speakers to plan and host important events to raise awareness for those with learning disabilities.

Key Responsibilities

- Acquisition and management of sponsor relationships
- Development, execution and management of financial strategy
- Establishment and ongoing management of Workplace Giving program/s
- Carry out event discussion and organisation with sponsors
- Liaising with board members, Marketing & Event Officers and volunteers
- Seeking out funding opportunities and applying for grants

Successful Candidates should have, but are not limited to, the following experiences:

- Proficiency in Microsoft Office Programs such as Word and Excel, and online giving platforms (eg GiveNow, ProBono Australia, Givar, MyCause, Grassroots, Stripe, Paypal, etc);
- Studying or have acquired an appropriate tertiary qualification such as a degree in commerce, business, finance, or accounting (these degrees are ideal as applicants have already developed the framework and understanding of financial analysis and statements, competitor analysis, market and industry research, etc)
- Ability to connect with and develop relationships with potential sponsors
- Ability to switch between strategic thinking and a strong hands-on tactical execution approach
- Experience working with budgets and forecasting will be highly regarded

Please note: This is a voluntary position, and we are estimating 5-10 hours per week however the hours can be flexible depending on your schedule. Work can be performed independently in a time suitable to volunteer but you may need to be available at times for online Management Committee meetings held 6 weekly in the evening. Ongoing communication with the team is mostly via email/phone and zoom meetings. We are looking for someone who can commit to a 6-12 month period for continuity and momentum in this role. You will need to have full legal working rights to work in Australia to be considered for this position.

If you are interested please send your Resume and a Cover Letter detailing why you want to work at LFC and why you think you would be a great volunteer! A Position Description is available upon request. The contact email is below and feel free to add any questions you have about the role. Only applicants who are shortlisted only will be contacted.

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