

## Position Description: Fundraising Officer

Given the Fundraising Officer role is primarily focused on generating revenue and establishing relationships, it is important that the applicant be comfortable with cold-calling and reaching out to prospective sponsorship partners. In addition, the Fundraising Officer will be tasked with sponsorship related event planning and relationship management. As such, the Finance Officer needs be comfortable taking ownership of the following responsibilities:

Role	Description of Duties
<p><b>Acquisition and management of sponsor relationships:</b></p> <p>This ensures quality partnerships are created, giving the LFC long-term, reliable funding. This includes proactively engaging with local businesses to propose the LFC as a strategic partner.</p>	<ul style="list-style-type: none"> <li>• Promoting the LFC as a strategic partner to potential sponsors and provide marketing materials</li> <li>• Open communication with the Marketing and Event Officers to allow smooth running of events</li> <li>• Ensuring sponsor expectations are adequately set</li> <li>• Being the primary point of contact for all sponsors.</li> </ul>
<p><b>Ongoing management of Workplace Giving program:</b></p> <p>This will allow the LFC to supplement sponsor income with an alternative, independent source. Further benefits include the opportunity for sponsor organisations to have their employees contribute directly to the LFC.</p>	<ul style="list-style-type: none"> <li>• Maintain understanding of Workplace Giving aggregators and how it can assist with fundraising</li> <li>• Tracking aggregator donations through the aggregator dashboard (E.g. Good2Give, GiveNow, etc)</li> <li>• Promote Workplace Giving to new sponsors as a way to engage their staff members with the charity</li> <li>• Research and communicate program development changes to affected sponsorship partners.</li> </ul>
<p><b>Carry out event discussion and organisation with sponsors:</b></p> <p>Events need to be pitched and organized to sponsors in order to maximise sponsor engagement and donations.</p>	<ul style="list-style-type: none"> <li>• Pitching and administrating events in sponsors' calendars</li> <li>• Comfort in pitching events to sponsors, for example: local businesses, RSL clubs, or schools</li> <li>• Open communication with the Event Officer to ensure consistent calendar organisation.</li> </ul>

<p><b>Liaising with volunteers, board members, and Marketing &amp; Event Officers:</b></p> <p>This is important as all parties to these events need to understand exactly what their part is and what their expectations need to be in conjunction with applicable stakeholders.</p>	<ul style="list-style-type: none"> <li>• Ensure smooth communication of sponsor/ financial/event summaries to the LFC community</li> <li>• Maintain realistic expectations and timeframes with all parties involved in the organisation of events</li> <li>• Help organise volunteers for the events Ensure clashes or required changes are remediated and communicated to affected parties.</li> </ul>
<p><b>Grant Writing/Applications:</b></p> <p>Enables access to often larger funding sources outside of fundraising, donations and sponsorship.</p>	<ul style="list-style-type: none"> <li>• Active involvement in the identification of, preparation and writing of grant applications with private and government organisations.</li> <li>• Reporting/acquittal of grants to funding organisations.</li> </ul>
<p><b>Development, execution, and management of financial strategy:</b></p> <p>Through this, the LFC can ensure that consistent funding is available for daily operations.</p>	<ul style="list-style-type: none"> <li>• Monitor, analyse, and optimise cash receipts &amp; financial operations</li> <li>• Liaise with sponsors to ensure timely payment of sponsorship</li> <li>• Review current sponsorship arrangements and negotiate contracts when deemed necessary.</li> </ul>