



Position Description

August 2020

Fundraising & Database Coordinator

Cairns and Far North Environment Centre (CAFNEC)

JOB TITLE

Fundraising and Database Coordinator

JOB TYPE

Part-time (45 hours/fortnight)

The nature of the environment centre often requires staff to be flexible in their work hours in order to meet deadlines, attend meetings or to assist with committees. A time-in-lieu policy exists to compensate for this.

LOCATION

Cominos House, 27-29 Greenslopes Street, Cairns, Queensland, Australia. Some travel within and outside the region may be required.

REPORTS TO

CAFNEC Director

ABOUT THE ROLE

As the Fundraising and Database coordinator at CAFNEC, it is your job to work with the team to develop and grow our funding. After investing in new database and fundraising tools, we are looking for someone who has the skills and passion to move us to independent and reliable income streams that means we can continue to do bold, ambitious work to solve the huge environmental challenges of our time.

CAFNEC has a small, yet focused team who work closely to meet our goals. While you will be expected to lead our fundraising work and particularly key fundraising

events, you will be working with a team who see fundraising for our work as a collective responsibility. In the same grain, as a small organisation there will be times when you are expected to take on work outside of the remit of fundraising and database management in order to support the work of other staff and CAFNEC's broader mission.

ABOUT CAFNEC

CAFNEC is the peak environmental organisation for Far North Queensland and has been advocating for the protection and stewardship of our unique natural environments since 1981. We engage in formal policy and decision-making processes, participate in multi-sector forums and committees and, when needed, campaign strategically. We provide opportunities for the local community to be inspired and get involved in change making through our communications, projects and events. Furthermore, we provide advice and capacity building to empower the local community to lead their own projects, events and campaigns.

MAIN DUTIES/RESPONSIBILITIES

Fundraising

- Manage the and grow the EcoStar monthly donor program
- Plan and deliver the annual end of financial year appeal
- Mentoring and training staff in fundraising
- Management of the grants program
- Identifying, developing and maintaining community fundraising opportunities, including
 - Cans for CAFNEC
- Diversify CAFNEC funding streams to allow more independent and 'untied' funding by;
 - Developing and managing a major donor and philanthropic funds program
 - Collaborating with the Gift Fund Committee to coordinate Gifts in Wills
 - Completing and maintaining ongoing fundraising strategic planning
- Maintenance and development of our fundraising platform Raisely
- Understanding our financial systems and liaising with the office manager to use them as needed
- Assisting the Director with budget management

Database management

- Working with other staff to evolve user systems for the database that they are responsible for to ensure our data is clean and well managed Eg. Data management for campaigns, community organising, events and members
- Ensuring that staff are supported and trained in using database systems
- Maintaining data flow between our different digital platforms
- Liaising regularly with Raisley to ensure that our database is receiving ongoing attention and development
- Evolving the database over time to ensure that it is current and reflects changes in technology and the way we work

Website Management

Tasks:

- Coordinating staff to ensure that delegated areas of the website are maintained
- Regularly updating and checking the functionality of the CAFNEC website
- Ensuring that the Landing page is up to date with our latest work
- Ensuring that the back end is functional
- Training staff in using the website and editing it

SKILLS & EXPERIENCE

Qualifications:

- Courses or training with the Fundraising Institute of Australia or similar organisations
- Tertiary education qualification in environmental science, environmental education, sustainability or communications,

OR

- significant work or voluntary experience in these areas.

Skills and Experience:

Required

- Demonstrated experience and success in fundraising with a not-for-profit organisation or relative commercial experience such as marketing, promotions or sales roles (must demonstrate an understanding of the not-for profit sector)
- Demonstrated experience in scoping funding opportunities, developing proposals and in grant application.

- Demonstrated experience in project management and accountability.
- Demonstrated experience with database management for fundraising or organising
- Ability to work proficiently on web design programs like Wordpress
- Ability to professionally represent CAFNEC and its values to community, business and government.
- Experience in the use of digital media for environmental organising and advocacy
- Intermediate to advanced Microsoft Office or Google Suite skills (Word, Excel, PowerPoint and Outlook)
- Excellent verbal and written communication
- Organised and able to meet deadlines

Desired

- Demonstrated experience coordinating community campaigns
- Experience in volunteer coordination
- Excellent and up to date social media expertise
- Eye for design and experience with design programs
- Experience in volunteer coordination.

PERFORMANCE GOALS:

The role includes a 3 month probationary period. Key performance goals include

- General fundraising goals, agreed upon at the start of the contract
- Key fundraising goals associated with the CAFNEC 40th Anniversary in 2021
- Ability to work well with the rest of the team and ensure that the fundraising work is a part of and complimentary to theirs.