

Able Australia is a leading provider of disability services for adults and community supports for seniors. We are a diverse not-for-profit organisation offering a broad range of high quality services to enable those we support live the life they choose.

Established 50 years ago we have grown from providing help to the deafblind community, into an innovative and diverse organisation with varied service offerings. Our mission is to build on our heritage and empower the individuals we support to reach their potential by living our values of trust, kindness, respect and excellence every day. We strive to provide the best quality care in a long term partnership with our clients and their loved ones.

Our passionate staff and volunteers have been proudly helping those we support to reach their full potential. We currently provide services in Melbourne, Tasmania, ACT and SE Queensland.

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**Position Title:** Fundraising Coordinator  
**Reports To:** Senior Fundraising Specialist  
**Employment Type:** Full-time or Part-time  
**Work Location:** National Office, Surrey Hills  
**Award:** Social, Community, Home Care & Disability Services Industry Award 2010  
**Updated:** 03 June 2019

## 1. Position Summary

### 1.1 Job Purpose

The Fundraising Coordinator supports the overall operations of the fundraising team. This includes, but is not limited to processing donations, preparing donor materials, calling donors and taking on tasks as provided by the Senior Fundraising Manager. The Fundraising Coordinator will also assist with the planning and management of special events that support Able Australis's fundraising initiatives.

The role will involve being mentored by all members of the Fundraising team on all aspects of fundraising. Project management skills will be developed by working with internal and external resources to meet strict deadlines. The role will also gain exposure to the operations of the Communications and Marketing team and work towards the development, implementation and delivery of fundraising strategies and initiatives in line with Able Australia's strategic plans.

### 1.2 Key Result Areas

1. Successfully support the execution of fundraising campaigns on time and on budget
2. Support the growth of Able's donor database in whatever capacity is required
3. Contribute to the efficient running of the fundraising team
4. Develop a deep understanding of Able Australia's work and various engagement opportunities across the organisation and tailor these to each donor/client in a supporter-centric manner.

## **2. Selection Criteria:**

### **2.1 Essential Skills**

1. Project management
2. Well-developed interpersonal communication skills
3. Great time management – able to juggle multiple projects/multi-task
4. IT literacy – confident using Microsoft Word, Excel and PowerPoint; comfortable using new technologies
5. Commitment to a high level of customer service
6. Strong administration skills
7. Undertake administrative duties required, including; maintaining comprehensive database records and up-to-date filing

### **2.2 Essential Personal Attributes**

1. Friendly/able to work collaboratively with people of all backgrounds
2. Well-spoken including confident phone manner and personable
3. Diligent and accountable– happy to go the ‘extra mile’ and take responsibility for work load
4. Creative/solutions focused
5. Innovative, flexible & proactive
6. Energetic and efficient approach
7. Willingness to learn

### **2.3 Qualifications:**

1. Fundraising, communications or marketing qualification preferable

## **3. Required Performance:**

This position description broadly outlines the requirements of the role. All Able Australia positions must also demonstrate an understanding and adherence to all relevant Able Australia policies and procedures and must successfully complete Able Australia’s pre-employment online training program. All Able Australia staff also require a specific performance agreement – a set of key result area (KRA) related performance goals, but grounded on site specific/local needs, with measures for a specific period (typically 12 months). Progress of that agreement is reviewed regularly with the employee’s manager.

I, \_\_\_\_\_ have read, understood and agree to comply with this position description.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_