

JOB DESCRIPTION FORM

JOB TITLE: Fundraising Coordinator	POSITION NUMBER: 13629	CLASSIFICATION: Level 4
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AWARD Public Service Award 1992 / PSGOGA	EMPLOYMENT TYPE Part-Time, Fixed-Term
DIRECTORATE Executive	TEAM Communications and Marketing
POSITION REPORTS TO Communications and Marketing Manager - 13116	POSITIONS REPORTING TO THIS POSITION Nil
PURPOSE OF POSITION This position is responsible for the implementation and management of Council/Board approved fundraising campaigns that support the State Library of Western Australia's Strategic Directions. This involves identifying and developing new sources of funding as well as growing the support of existing donors through corporate partnerships, events and community fundraising. The role will implement the Fundraising Plan.	
CONTEXT The State Library of Western Australia seeks to enrich the lives of Western Australians by enabling access to resources for information, learning, enterprise and recreation; and collecting and preserving our social and documentary heritage for current and future generations. The State Library of Western Australia is part of the Culture and Arts Portfolio, brought together by the Department of Culture and the Arts (DCA). DCA is the State Government agency responsible for the Government's support of management and development of arts and culture in Western Australia. The State Library manages the common ICT services on behalf of the DCA portfolio.	

REGISTERED DEPARTMENT OF CULTURE AND THE ARTS
INITIALS <i>AK</i> DATE <i>21/9/16</i>

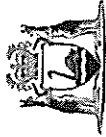


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STATEMENT OF DUTIES <ol style="list-style-type: none"> 1. Plan, develop and implement strategic and tactical fundraising campaigns and activities to support the agreed Fundraising Plan. 2. Implement strategic stewardship program and recognition strategies to support the Plan. 3. Participate in Council meetings as required, evaluate activities and provide progress reports. 4. Actively seek, develop and manage corporate and community partnership opportunities. 5. Develop and implement processes for prospect tracking, task assignment and maintenance of timelines. 6. Responsible for writing campaign correspondence including funding and solicitation proposals and producing promotional materials. 7. Support and assist campaign committee assignments and follow-up, and assist in all aspects of campaign events. 8. Identify and build meaningful relationships with key stakeholder groups, internally and externally. 9. Deliver all events and communications related to the fundraising strategy within time and budget. 10. Manage the financial budgets for the fundraising plan. 11. Maintain, update and accurately record development relationships with contacts, donors and sponsors using the corporate CRM (Customer Relationship Management) database. 12. Coordinate volunteers as required. <p>Other duties as required with respect to the skills, knowledge and abilities of the employee.</p>		Compliance and Legislative Knowledge <ul style="list-style-type: none"> ▪ Comply with Culture and Arts Portfolio Code of Conduct, policies and procedures and relevant appropriate legislation. ▪ Meet Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position. ▪ Knowledge of Australian Government Privacy Act. ▪ Abide by the Principles & Standards of Fundraising Practice as set out by the Fundraising Institute of Australia.

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<p>WORK RELATED REQUIREMENTS (SELECTION CRITERIA)</p> <p>Essential</p> <ol style="list-style-type: none"> Proven record of accomplishment in meeting targets for raising funds from individuals and organisations in both public and private sectors. Demonstrated experience in developing and implementing successful fundraising campaigns and managing campaign budgets. Excellent relationship management skills with a proactive approach to stakeholder engagement and building positive relationships both internally and externally. Excellent interpersonal skills, capable of working collaboratively with all levels of staff, volunteer campaign committees, Board members, donors, and prospective donors. Demonstrated high level organisational skills. High level computer literacy in Microsoft Office suite and online databases and knowledge regarding the role of technology and electronic communication in fundraising. Experience in working with a CRM database in fundraising and development context. Excellent writing, research and analytical skills with demonstrated experience in producing promotional materials. <p>Desirable</p> <ol style="list-style-type: none"> Knowledge of the work of cultural institutions in the collecting and preservation of heritage material. Membership of Fundraising Institute of Australia. Possession of a relevant tertiary qualification. 	<p>KEY RELATIONSHIPS / INTERACTIONS</p> <ol style="list-style-type: none"> Foundation Council State Library of WA Executive Internal State Library stakeholders (Battye Historian, Directorates of Community Learning & Discovery, and Collections) Prospects and Donors (Philanthropic) Prospective and confirmed Sponsors (Corporate) <p>KEY CHALLENGES</p> <ol style="list-style-type: none"> Managing relationships with multi-stakeholders internally and externally. Meeting fundraising targets set down in Fundraising Plan. <p>SPECIAL CONDITIONS</p> <ol style="list-style-type: none"> A current (within 6 months) National Police Certificate will be required prior to commencement of employment. Due to the nature of the role requirements, some after-hours work will be necessary. <p>LOCATION</p> <p>State Library of Western Australia Alexander Library Building, 25 Francis Street, Perth.</p>
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Manager Signature: **Date:**/...../.....

Employee Signature: **Date:** 21/09/16.....

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