

Position title:	Community Fundraising & Events Coordinator	Reports to:	Fundraising Manager
Program / Department:	Mission and Business Development	Primary work location/s:	Inner City
Direct reports:	Nil	Key stakeholders:	Senior Managers WestCare Centre Management Marketing Department Volunteer & Student Placement team
Award:	SCHADS	Classification:	Level 4

Who we are

Baptist Care SA provides out of home care, disability care, youth education and employment, homelessness, and therapeutic support services. Established in 1913 we have a dedicated staff and volunteers who work tirelessly to help South Australians achieve their full potential. Baptist Care SA is committed to working with the State’s most disadvantaged, championing local issues and connecting with people to provide transition pathways from adversity to opportunity.

Our values

<p>Integrity</p> <p>Ensuring personal and corporate transparency and the highest ethical standards.</p>	<p>Compassion</p> <p>Treating people and communities with empathy, dignity and fairness.</p>	<p>Empowerment</p> <p>Releasing individual strengths that promote personal and community transformation.</p>	<p>Innovation</p> <p>Fostering a culture of continuous improvement, staff engagement and improved client outcomes.</p>
--	---	---	---

About the role

The purpose of a fundraising department within Baptist Care SA is to secure additional financial support to assist in the continuation of unfunded programs within the organisation and assist with growth in other areas of our business. The Fundraising Team seeks to be a conduit between the need (be it people or program) and those who want to bring life changing transformation to the need (our partners/donors). Our aim in interacting with our clients and our philanthropic partners is to develop healthy relationships built on *Respect, Compassion, Empathy, and Transparency*.

The Community Fundraising & Events Coordinator will have the responsibility of coordinating community fundraising and awareness campaigns, build relationships with new and existing donors, raising funds through focusing on key elements within the strategic fundraising plan, and promoting Baptist Care SA’s value proposition. The position also provides key administrative support for general fundraising activities.

Role responsibilities

Fundraising Events

- Coordinate and facilitate impactful events such as:
 - WestCare Urban Education program – Rough Sleep Out event,
 - CEO Annual Business Lunch,
 - Donor engagement and stewardship functions,
 - Corporate partner fundraising events,
 - Baptist Movement events.
- Implement a Fundraising plan for community engagement across Schools, Churches and community groups
- Ensure all community fundraisers receive the appropriate communications as part of our supporter journey. Coordinate the day-to-day operations of fundraising events, including responding to fundraiser enquiries, manage external suppliers and agencies, and delivery of event communications.
- Maintain and update third-party fundraising information on Salesforce CRM.
- In conjunction with the Fundraising Manager, nurture current and prospective donor relationships.
- Ensure events are professionally run and managed and keep abreast of the latest developments/best practices in event management.

Fundraising Duties

- Coordinate functions that can include donor thank you and recognition activities e.g. fundraising dinners/lunches, and donor engagement activities.
- Support and provide guidance to corporate fundraising events that can include golf days and quiz nights.
- Develop community-based fundraising events and Baptist Movement /Church partnership events.
- Assist with relationship management of event sponsors and suppliers and agreed deliverables to ensure long-lasting and mutually beneficial partnerships.
- Maintain effective communication across the team on the status of all events in progress.
- Work closely with the Volunteer Coordinator to organize volunteers for fundraising events and functions where required

Self-management and project leadership

- Set own tasks, work autonomously and prioritise workload.
- Implement and lead fundraising projects
- Demonstrate commitment to innovation in the area of fundraising

Stakeholder Management

- Develop and maintain relevant stakeholder relationships that would foster relationships encouraging financial and goods in kind donations.
- Maintain effective communication with internal and external stakeholders at all times.

Quality and continuous improvement

- Contribute to the ongoing review and evaluation of service delivery to ensure the continuous improvement of our services, enhancement of our client wellbeing, independence, and choice.
- Comply with relevant legislation.
- Contribute to the review and continuous improvement of our internal systems for quality assurance, reporting and monitoring.
- Ensure business and operational risks are identified and appropriately monitored and/or mitigated.

Work Health and Safety

Baptist Care SA is committed to the health, safety and wellbeing of our employees, volunteers, contractors, clients, and other people within our workplaces. As a Baptist Care SA team member, you must:

- Take reasonable care for your own and others' health and safety within the workplace.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of yourself or others.
- Cooperate with any reasonable directions, policies and/or procedures relating to health and safety in the workplace.
- Report all injuries, illness, near misses or hazards as per Baptist Care SA's policies and procedures; and
- Participate in relevant health and safety training, and risk management initiatives based on position and responsibilities.

Know and apply Baptist Care SA policies and work directives

- Align with the Baptist Care SA strategic intent and values, including the strategic plan.
- Model and foster behaviours aligned with the Code of Conduct.
- Work harmoniously with Baptist Care employees, volunteers and other stakeholders.

About you

The qualifications you bring

- Tertiary or higher level of qualifications in event management, communications, marketing or similar.

The experience you bring

- Experience in a community service or Not for Profit (NFP) environment.
- Experience in event management, communications, marketing or similar.
- Completion of Fundraising Institute of Australia (FIA) fundraising or compliance related courses, or similar, will be highly regarded.
- Experience using peer-to-peer fundraising platforms (Funraisin preferred) and EDM tools.

The competencies (knowledge, skills and behaviours) you bring

- Proficient in using Salesforce or a similar CRM.
- Experience in event planning & fundraising activity.
- Demonstrated experience across fundraising platforms.
- Highly developed verbal and written communication skills.
- Demonstrated competency in the Microsoft Office Suite.
- Demonstrated ability to multitask in a busy work environment.
- A working knowledge of legislation relevant to the sector.

Other specific employment requirements

- A current and valid DHS: Child-Related Employment Screening/WWCC
- A current and valid National Police Clearance
- Training – Child Safe Environments
- Ability and willingness to travel within South Australia as required
- A valid full South Australian drivers' license (C Class)

Desired Requirements

- Promote good relations and practices towards different minority groups that support equality, diversity, and inclusion.
- Previous experience in a faith based, community services environment.
- Aboriginal and Torres Strait Islander peoples are encouraged to apply.

Your confirmation of acceptance:

By signing below, I accept that I have read and understood this position description and that I agree I am able to undertake all aspects of this role.

Employee signature: _____ Date: _____

Employee name: _____

Monitoring, evaluation and review

Status:	Approved	Control:	People and Culture
Approved by:	P&C Business Partner	Version:	1
Effective Date:	August 2024	Review Date	August 2025