



Edmund Rice Community Services Position Description

Title: Fundraising Coordinator
Reports to: ERCS Business Development Manager
Based at: Sydney, Brisbane, Adelaide or Melbourne
Employment: Full Time (Fixed Term)
Award Social, Community, Home Care and Disability Services Industry Award

About Us:

Edmund Rice Community Services Ltd (ERCS) is a national not-for-profit organisation that exists to build communities where people thrive and belong. We do this by addressing social isolation, unjust structures, marginalisation, access to appropriate education and learning opportunities.

We support a number of focussed communities, that have developed specific responses to solve or improve full engagement in society for people.

Our core values are dignity, integrity, liberation and justice. We are also committed to a concept of being spirit centred. This is illustrated through reflective practice and an acknowledgement of the need for wholistic and ecological thinking as a core component of our work.

ERCS is part of a national movement for change, providing an environment for empowerment of individuals that encourages resilience, self-worth, and aspirations for the future.

ERCS Mission

In the spirit of Edmund Rice, our community seeks to build authentic relationships, learning together about people's everyday experience of the world. We are ordinary people understanding that our interactions and support for each other can create extraordinary moments of change for the common good.

Position Purpose:

Reporting to the Business Development Manager the Fundraising Coordinator is responsible for the development and implementation of new fundraising initiatives across the organisation. These initiatives will be invaluable to the support of the programs that we run in service to the communities in which we work.

Key Accountabilities and Responsibilities:

Mission	<ul style="list-style-type: none"> • Promote an understanding of the story, vision, and values of Blessed Edmund Rice. • Communicate and promote the core mission, vision, and associated values of the organisation within the ERC community. That includes, fostering and developing an organisational culture within ERC programs which reaches out to young people on the margins, respects human dignity, provides equality of opportunity, reflects cultural and ethnic diversity and respect, promotes human rights, and contributes towards the actualization of young people's potential.
Leadership	<ul style="list-style-type: none"> • Model a style of leadership and presence within the ERCS community reflective of ERCS values and spirit.
Business Development	<ul style="list-style-type: none"> • Develop and implement a fundraising plan to maximise opportunities to build and gain support from benefactors and volunteers

Operational Management/ Support	<ul style="list-style-type: none"> • Organisation of major fundraising initiatives and coordination of events • Maintain current donor lists and build on their involvement with ERCS where practicable
Governance	<ul style="list-style-type: none"> • Ensure compliance with OHS requirements • Ensure working with children checks and other staff and volunteer checks are in place for events
Community Partnerships	<ul style="list-style-type: none"> • Build relationships within the community to increase awareness and support of ERCS. • Use these partnerships to implement new fundraising campaigns
Key Performance Indicators	<ul style="list-style-type: none"> • Increased revenue through fundraising initiatives • Opportunity for increased programs nationally in support of our communities

Organisational Accountabilities and Responsibilities

Operate as a Team Member	<ul style="list-style-type: none"> • Contribute to the efficient and effective functioning of the team in order to meet organisational objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance and support to team members and personnel of ERCS, and undertaking other key responsibilities or activities as directed by your Line Manager. • Communicate with personnel internal and external to team to ensure understanding of distribution of workload and awareness of timeframes. • Collaborate with personnel both internal and external to ERCS as required.
Diversity	<ul style="list-style-type: none"> • Demonstrate a commitment to the value of diversity by being open to the perspective of others and being courteous and respectful.
Work Health and Safety	<ul style="list-style-type: none"> • Be proactive in caring for the health and safety of all people working within ERCS and visiting our organisation. • Proactively ensure all appropriate actions are taken to implement the WHS policies, procedures, training and legislative requirements. • Actively participate in training, report hazards and speak up when behaviour is not acceptable.
Safeguarding of Children and Vulnerable Adults	<ul style="list-style-type: none"> • At all times act within the organisation's Child and Vulnerable Adults policies, code of conduct and procedures and commit to the fostering of a culture of safety and care for the protection of children and vulnerable adults and a zero-tolerance approach to any abuse. • Ensure all relevant legislative and regulatory requirements are met including undertaking screening for suitability to work with children, youth and vulnerable people. • If working with children, demonstrate an understanding of children's development needs and culturally safe practices. • Follow procedures in relation to identifying and reporting child abuse. • Participate in ongoing Child safety training and supervision.
Risk and Governance	<ul style="list-style-type: none"> • Operate in line with ERCS policies, code of conduct, ethics and values. • Actively participate in training and report risks.
Continuous Improvement	<ul style="list-style-type: none"> • ERCS recognises that the skills and knowledge of its employees are critical to the success of the organisation. Hence, ERCS: <ul style="list-style-type: none"> ○ Encourages continuous improvement through educational and formation channels ○ Expects personnel to participate in activities including performance reviews, training and formation initiatives that lead to continuous improvement, professional development and a deeper understanding of the values of ERCS.

Essential Selection Criteria

- Qualifications and Experience:
- A minimum of five years experience working in a similar role, preferably in the community services sector
 - Experience in developing new initiatives from implementation to completion
 - Experience in networking to develop partnerships and increase visibility within the industry

- Competencies and Skills:
- Ability to work successfully with a spirit based and values driven organisation
 - An appreciation of and commitment to the mission and values of ERCS
 - Ability to work from a systems theory, strengths based, trauma informed and community-based service model
 - Capacity to work with organisations and people across different contexts and cultures
 - Compliance with statutory and organisation policy in respect to Child Safety and Safeguarding
 - An understanding of funding demands in the community services sector
 - An ability to influence and drive successful outcomes
 - Excellent communication skills, both written and verbal
 - Efficient in time management and the ability to prioritise tasks to meet deadlines

Authority Limits:

All actions undertaken and expenses incurred must follow and be in accordance with the Employer’s policies and procedural requirements. ERCS has a Delegations Policy

The Employer reserves the right to vary this position description in response to its changing needs.

Statement by the Employer:

The information detailed above is an accurate statement of the responsibilities/accountabilities of this position.

Signature:

Name:

Date.....

Agreed by the Employee:

The below signed acknowledges that the Employee has read the above position description and understands and accepts the responsibilities/accountabilities of this position.

Signature:

Name:

Date:.....

ERCS is a child safe organisation, committed to the protection of children and vulnerable adults and has zero tolerance of any abuse. All staff must be compliant with the ERCS COVID Vaccination Policy and booster doses