

## Fundraising Coordinator

### About Out for Australia

#### **Our organisation**

Out for Australia (OFA) is an organisation that seeks to support and mentor young professionals as they navigate their way through the early stages of their career. We aim to bring the community together, to offer a supportive and nurturing environment for which people can network, build relationships and assist each other in their professional journeys.

#### **Our People**

The OFA team are all volunteers, working tirelessly to improve the lives and circumstances of aspiring LGBTQIA+ professionals across Australia. We are a diverse mix of university students, young professionals and established professionals, from a broad range of career and academic backgrounds. Anyone who is willing to work hard and make a contribution to OFA is welcome on our team, including allies. We provide a unique opportunity for people to take up leadership positions to support the LGBTQIA+ community.

### Position Description

<b>Team:</b>	You will be part of two teams: <ul style="list-style-type: none"><li>• National Business Team</li><li>• State Team (based on the state you reside in)</li></ul> Your main body of work will be completed in your portfolio, but you must be available to participate in State Team activities and provide updates to your State Team to inform them of what is happening in the Business Development space.		
<b>Reporting to:</b>	National Business Development Director	<b>Direct reports:</b>	N/A
<b>Time required:</b>	4 - 6 hours per week		

#### **Purpose**

The Fundraising Coordinator will be responsible for supporting the Fundraising Manager in diversifying OFA's revenue sources and supporting our growth targets through fundraising initiatives. This includes the identification, cultivation and solicitation of major donors, special campaigns, Trusts, Foundations, and pro bono services, and leveraging matched funding opportunities.

# Out For AUSTRALIA

The Business Development Team focuses on a key enablement part of OFA's Operational Plan - sourcing funding from corporate partners and other funding sources to ensure strong relationships so that these partners and donors continue to partner with and give to OFA well into the future!

## Responsibilities

The Fundraising Coordinator's core responsibilities are:

- Assist the Fundraising Manager in developing a fundraising strategy and a toolkit of ideas to assist in execution of the strategy.
- Cold contact and regular contact with potential donors.
- Work with the Fundraising Manager to increase conversion with donors that will make a material difference to OFA's fundraising goals.
- Ensure all donor details are captured accurately in OFA's CRM.
- Maintain regular contact with donors to ensure they feel there is strong value in donating to OFA, thereby securing future funding also.
- Collect, collate and share potential collateral with OFA's marketing team to be shared on social media where appropriate.

## Key skills and experience

### Required skills and experience

- Ability to build rapport with prospects quickly.
- Previous relationship management experience.
- Experience in building and maintaining strong relationships.
- Passion for supporting LGBTQIA+ young people to be their authentic selves at work.
- Exceptional organisational skills.
- Significant time and energy to volunteer.

### Desired skills and experience

- Experience in fundraising.
- Active participation in the OFA mentoring program.
- Experience volunteering in the LGBTQIA+ community.
- Background in or knowledge about community organising or outreach.

# Out For AUSTRALIA

## How to apply

To apply, you should email [cbo@outforaustralia.org](mailto:cbo@outforaustralia.org), copying [recruitment@outforaustralia.org](mailto:recruitment@outforaustralia.org) and attaching the following:

- Cover letter (200 words).
- Current resume/CV.

**Please use the Email Subject:** Application - Fundraising Coordinator (Your Name)

If you have any accessibility or other needs, we invite you to get in touch so that we can discuss the best way for you to submit an application.

If you have any questions about the role, please contact [cbo@outforaustralia.org](mailto:cbo@outforaustralia.org).

**Applications accepted on a rolling basis until the position is filled.**