

Gould League Corporate Partner Coordinator

Job description

- **Commencing March/April 2024**
- **Part-time Volunteer Position**
- **Support the Board and General Manager raise funds through Sponsorship and Corporate Memberships**

ABOUT THE GOULD LEAGUE

The Gould League is an independent not-for-profit organisation celebrating over 100 years of environmental and sustainability education. We help teachers to reinforce the impact of their science and sustainability curriculum, connect students with their natural world and empower the community with positive messages and practical actions to live more sustainably.

ABOUT THE ROLE

It's been many years now since Gould League, once under the umbrella of the Department of Education, has received steady federal or state government funds. Therefore, we rely on income generated by the programs we deliver to schools, sparse public and private grants, corporate and individual donations and bequests from past members. In this context we are seeking a passionate fundraiser with experience in grant writing, bequests and or sponsorships procurement to lead our funding efforts, to ensure the financial stability and sustainability of Australia's oldest environmental charity.

The role will entail:

- Activating the Sponsorship and Corporate Partner elements of our recently developed fundraising strategy
- Relationship building with CSR Managers and Company Directors who have an interest in building social and environmental capital
- Working with the Board and General manager to ensure Corporate Partner benefits are understood and delivered
- Writing of Corporate Partner applications and acquittals
- Identifying and connecting with potential corporate partners (key list already identified)
- Identify gaps where we can broaden our reach.
- This role will mostly be online or via the phone, but may require some face to face meetings.
- Minimum 8 hours a week but hours may vary. Preferred commitment 12 months.

YOU WILL NEED TO HAVE

- A passion for environmental protection, conservation and education for sustainability.
- An ability to work independently and as a team, either remotely or face to face.
- A warm and enthusiastic personality and open communication skills.
- Access to a computer and phone.
- Experience in grant making, bequests, sponsorship and or general fundraising.
- Ability to work alongside General Manager .
- Occasionally meet with the board (via phone or Zoom) which is typically done at night.
- Experience in using online resources such as Skype/Zoom/Teams as well as Microsoft Office, Excel and Outlook.

- A current Working with Children's Check or VIT

How to apply for this role: Please forward your cover letter (explaining how you fit with GL desired attributes/skills as outlined above) and your resume with at least 2 references to gould@gould.org.au using the subject line: **APPLICATION Gould League Corporate Partner Coordinator**

For more information phone **(03) 9585 7860** or contact gould@gould.org.au Please note references may be contacted upon receipt of application. Only shortlisted candidates will be contacted.