

Fundraising Co-Ordinator – VOLUNTEER ROLE

Job description

- **Part-time Volunteer Position working as part of a fundraising team**
- **Support the Board and General Manager in raising essential funds to fit out and bring to life our new HQ and Sustainability Education Centre**

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. Occasionally, we find ourselves in need of a significant cash injection to develop something that will support the next generation of students, and in this instance, house our waste and biodiversity programs, online shop, office and admin facility, as well as provide a home for an array of other community programs, such as repair cafes.

In this context we are seeking a passionate fundraiser with experience in public fundraising through platforms such as GO FUND ME to support our funding efforts, to ensure the financial stability and sustainability of Australia's oldest environmental education organisation.

The role will entail:

- Working closely with our Fundraising Manager, General Manager and board to activate our fundraising strategy
- Relationship building with media outlets to promote our cause and fundraising goal
- Identifying and connecting with potential donors
- Identify gaps where we can broaden our reach
- Set up management systems to manage donors
- 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

- An understanding of corporate and or public fundraising.
- 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.
- A passion for people and an understanding of how individuals can make a difference different to society and leave a legacy via their support of our Sustainability Education Centre.
- Access to a computer and phone.
- Experience in grant making, bequests, sponsorship and or general fundraising.

- Ability to occasionally meet with the fundraising team (via phone or Zoom).
- Experience in using online resources such as Canva and Zoom, 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) along with your resume and details of at least 2 parties able to provide personal or work reference checks to gould@gould.org.au using the subject line: **APPLICATION Gould League FUNDRAISING CO-ORDINATOR.**

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.