

## **Fundraising Officer**

This volunteer position plays a key role in The Water Well Project's Management Committee. The role is responsible for identifying opportunities and sources of income for The Water Well Project, notably in the domains of grants, fundraising, donations and corporate sponsorship.

The Water Well Project is looking for someone who demonstrates the organisation's values, and is proactive and passionate about improving the health outcomes and wellbeing of individuals from migrant, refugee and asylum seeker backgrounds.

The Water Well Project will recommend and also encourage all Committee members to identify appropriate training opportunities relating to their role. Funds may be made available for such a purpose.

### **Key responsibilities**

- Identify opportunities and sources of income for The Water Well Project, notably in the domains of grants, fundraising, and corporate sponsorship.
- Proactively prepare applications for grant funding in liaison with the management committee, in a timely manner.
- Develop and implement a fundraising strategy, corporate sponsorship prospectus, and fundraising toolkit.
- Manage, contribute and coordinate fundraising activities with the support and assistance of the management committee.
- Network and reach wider audiences who may promote and/or engage with the activities of The Water Well Project.
- Represent The Water Well Project to philanthropic institutions, donors, corporate sponsors and other funders where required and form linkages with relevant communities, organisations, the corporate and business sector.
- Manage online and offline donor relations for community fundraising campaigns with the support and assistance of the management committee.

- Work closely with the Treasurer to oversee cash flow and meet reporting requirements.
- Work closely with the Communications and Marketing officer to promote the work of The Water Well Project and develop social media posts for community fundraising campaigns; as well as research innovative online and offline opportunities to facilitate fundraising and brand awareness.
- Track and log fundraising activities and funding opportunities on committee workspace.
- Perform ad hoc event administration as required.

### **Key selection criteria**

1. Excellent verbal and written communication skills.
2. Excellent organisational, prioritisation and time management skills.
3. Ability to use own initiative to work independently and as a member of a team.
4. Ability to develop and maintain strong working relationships with external funding agencies, including but not limited to corporate donors, private Foundations, and individual donors.
5. Ability to work well within a volunteer committee structure.
6. Proficient in Microsoft Office suite, CRM software (Salesforce or similar), social media and online fundraising platforms.
7. (Preferable) previous experience in the not-for-profit and/or business sector, demonstrated success building a similar organisation's revenue stream, preparing grant applications and a sound understanding of major giving and relationship fundraising.
8. (Preferable) knowledge of professional fundraising standards, practices and regulatory compliance issues.
9. (Preferable) previous experience in events management or on a volunteer committee.
10. (Preferable) previous experience in marketing and communications.

### **Term of Office**

12-18 months.

Term of office will be until the next Annual General Meeting to be held Aug-Sept 2017. There is the option to renew for a further 12 months.

### **Our organisation**

The Water Well Project is a not-for-profit health promotion organisation based in Melbourne. Our mission is to improve the health and wellbeing of migrants, refugees and asylum seekers by improving health literacy. Our vision is that all migrants, refugees and asylum seekers achieve equitable access to healthcare to enable them to live full lives and contribute to the wider community.

The Water Well Project works closely with partner organisations already working with people of migrant, refugee and asylum seeker backgrounds to develop culturally-sensitive and interactive health education sessions. Since its founding in 2011, The Water Well Project has delivered over 220 sessions across Melbourne and Geelong.

Our volunteers are healthcare professionals (doctors, nurses, midwives, and allied health) who donate their knowledge and time to deliver health education sessions outside their hours of paid professional work. The Water Well Project is run by a volunteer Management Committee and one contracted Project Administrator.

### **Our values**

- Collaboration
- Compassion
- Respectfulness of diversity
- Integrity
- Accountability

### **Conditions**

All Management Committee volunteers are required to comply with *The Water Well Project Volunteer Agreement* and agree to work according to our values.