

HR	Success Profile	 <p>Guide Dogs NSW/ACT Sight lost, freedom found.</p>
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Role	Community Partnerships Coordinator
Reports to	Corporate & Community Partnerships Manager
Department	Fundraising, Marketing and Communications
Location	Chatswood
Manages / Supervises	N/A
Date revised	November 2018

PURPOSE OF THE JOB:

The purpose of the Community Partnerships Coordinator position is develop and coordinate community fundraising initiatives in support of Guide Dogs NSW/ACT, including peer-to-peer campaign “PAWGUST”, third party fundraising events, and proactively support fundraising activities organised by individual supporters and groups, such as schools, clubs and other community organisations. This position is also responsible for developing and coordinating Guide Dogs NSW/ACT Support Groups.

The successful candidate has strong relationship building, stakeholder management, communication skills, project management and administrative skills to enable positive outcomes for all parties and growth in the revenue of community fundraising initiatives. You will be enthusiastic, creative and innovative to maximise opportunities for new and ongoing community partnerships.

KEY ACCOUNTABILITIES:

Key Result Area	
COMMUNITY FUNDRAISING	JOB HOLDER IS SUCCESSFUL WHEN:
Develop strategy and deliver ongoing project management to achieve increased revenue	<ul style="list-style-type: none"> • Collaborate with the national project team and key NSW/ACT stakeholders to successfully execute the signature annual community fundraising campaign, “PAWGUST”. • Research, develop and deliver a community fundraising strategy to proactively recruit and support individuals and groups fundraising on behalf of Guide Dogs NSW/ACT to significantly grow the number of community fundraising supporters and revenue. • Negotiate and secure joint opportunities for supporters to raise funds on behalf of Guide Dogs NSW/ACT through third party events or individual initiatives, such as sporting and community challenge events involving peer-to-peer fundraising.

	<ul style="list-style-type: none"> • Support and coordinate individuals and groups seeking to raise funds on behalf of Guide Dogs NSW/ACT through guidance and cost-effective resources to ensure the fundraising activity is successful for both the fundraiser and Guide Dogs NSW/ACT, protecting Guide Dogs NSW/ACT's reputation and encouraging the fundraiser's continued support. • Ensure compliance with government regulations concerning the issue, management and tracking of Authorities to Fundraise to prospective community fundraisers. • Manage the existing five Guide Dogs Support Groups and ensure they are supported to successfully fundraise on behalf of Guide Dogs NSW/ACT and promote our work. Recruit additional Support Groups in other areas of NSW and the ACT to grow this initiative. • Represent Guide Dogs NSW/ACT and Guide Dogs Australia at various events as required. • Coordinate and participate in fundraising events as required.
Internal collaboration	<ul style="list-style-type: none"> • Collaborate with internal stakeholders and departments to promote and further relevant fundraising campaigns to maximise the success of community fundraising activities.
Key Result Area	
ADMINISTRATIVE ACTIVITIES	JOB HOLDER IS SUCCESSFUL WHEN:
Data management, analysis and reporting	<ul style="list-style-type: none"> • Produce and analyse reports on Guide Dogs NSW/ACT community fundraising activities for the Corporate and Community Partnerships Manager, to inform management reporting and assessment of program success, ROI and future opportunities. • Maintain complete and accurate records of community fundraising activities and correspondence on Guide Dogs NSW/ACT CRM database and filing system.

NOTES:

- Complete other tasks as required / directed.
- Participate in personal development opportunities.
- Keep informed on company procedures and policies.
- Conduct all activities in a manner consistent with the Workplace Behaviour Policy.
- May be required to drive from time to time. Finding unknown locations and coping with changeable traffic conditions.

KNOWLEDGE AND EXPERIENCE REQUIRED TO BE SUCCESSFUL IN THE ROLE:

Essential	Desirable
<ul style="list-style-type: none"> • Exceptional customer/supporter service skills, attitude and experience. • Developed relationship building, stakeholder management and communication skills. • Good project management skills. 	<ul style="list-style-type: none"> • Completion of a relevant tertiary qualification in fundraising, marketing, business, events management or similar. • Prior experience using a fundraising database system.

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| <ul style="list-style-type: none">• Outstanding administrative skills, including editing and attention to detail.• Strong Microsoft Office, database and general computer skills.• Enthusiasm, creativity and innovation. | |
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[Name]

[Sign]

[Date]
