

## **Fundraising Officer**

### **POSITION DESCRIPTION**

#### **GENERAL**

The Fundraising Officer will conduct the duties outlined below within the framework of the aims, objectives, policies and procedures of Financial Rights Legal Centre (the Centre).

#### **REPORTING RELATIONSHIP**

The Fundraising Officer reports to the Chief Operations Officer (COO) and works closely with the Chief Executive Officer (CEO).

#### **DUTIES**

##### **Strategy & Planning**

1. Working closely with the CEO, COO and Policy team develop and deliver fundraising strategies across multiple funding streams. Design initiatives and strategies to secure, expand and diversify funding sources.
2. Identify grant opportunities and develop a plan to attract funding from Local, State and Federal Government, grant registers, Community, NGOs, philanthropic trusts, sponsorships, and others.
3. Develop and maintain a 12-24 month forward looking grants framework to ensure funding submissions, reports and acquittals are lodged accurately and on time.
4. Determine individual funding grants viability and how they can be effectively utilised to meet Financial Right's strategic goals.

##### **Funding Grants**

1. Manage and nurture public and private sector relationships across Financial Rights, which have the potential to lead to funding opportunities.
2. Support key staff, in particular, the CEO, the Mob Strong Strategy Lead and the Policy team to manage and maintain strong relationships with existing and potential funders.
3. Coordinate regular meetings with Financial Right's staff and key external stakeholders pertaining to grants and other funding opportunities.
4. Develop and maintain a network of external contacts that can provide information and advice on potential grants and funding opportunities.
5. Write compelling grant applications, proposals, government budget submissions and reports.
6. Work with management and other staff regarding concept proposals, delivery of proposals and comprehensive submissions for grants.

7. Ensure all grant applications, government budget submissions and reports are completed on time, to the highest standard, ensuring compliance with relevant guidelines.
8. Work with the Data & Finance Manager & CEO to prepare grant acquittals.

### **Digital Fundraising**

1. Develop and deliver 2-3 annual digital fundraising appeals, working closely with the Policy & Communications team to develop the communications plan, content and copy.
2. Ensure digital fundraising appeals are delivered within approved budget.
3. Set clear financial targets for digital fundraising appeals.
4. Ensure compliance with legislative requirements and adhering to FIA's Code of Conduct.
5. Evaluate each campaign, ensuring key learnings are applied to future projects and conduct comprehensive campaign analysis to ensure continuous improvement.

### **Continuous Improvement & Monitoring**

1. Identify opportunities to streamline fundraising processes.
2. Implement appropriate systems and processes to manage all fundraising effectively, including tracking external relationships, funding opportunities, applications and reporting schedules and requirements.
3. Create fundraising assets that can be re-used across grants, fundraising appeals and other fundraising strategies.
4. Create accurate and timely funding application program updates and acquittal reports.
5. Prepare and deliver regular funding reports for the CEO and/or the Financial Rights Board.

### **General**

1. Build strong working relationships across Financial Rights Legal Centre.
2. Chair internal meetings as required.
3. Work on special projects and/or operational tasks as directed by the CEO or COO.

END