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| **Position Title** | **Fundraising & Partnerships Coordinator** |

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| **Position Specification** |
| **Qualifications/Experience/Knowledge** |
| * Knowledge/experience with the day-to-day stewardship of corporate partners, peer-to-peer fundraising, appeals, regular giving and events * Highly developed interpersonal and collaborative skills with a proven ability to manage relationships with key internal and external stakeholders * Excellent verbal and written communication skills * Demonstrated capacity for innovative and strategic thinking in the area of fundraising * Demonstrated capacity to manage projects to time and budget constraints * Exceptional organisational skills, including the ability to work on multiple tasks with minimal supervision * Demonstrated knowledge of MS Office suite, Office 365, CRM packages (ideally Salesforce), iPhone devices, and general IT skills including email etc. |
| **Special requirements** |
| * The position is based in Collingwood, Victoria * A valid Working with Children Check is required * A current driver’s licence is required |