



## **Position Description – Fundraising Manager (volunteer position)**

**Organisation:** Roundabout Canberra

**Position:** Part-time, volunteer position. We are seeking a 12 month commitment.

**Location:** Canberra (based in Holt) – position primarily conducted offsite.

### **Overview of Roundabout Canberra**

Roundabout Canberra is a volunteer-powered local charity. Our aim is to provide women and families experiencing hardship in Canberra and the surrounding regions with essential items and equipment to ensure the safety of their babies and children.

We work directly with social workers and social service agencies to help individuals and families in need. We allow the services we assist to focus on their core business while we ensure that essential items are available in clean and safe condition for their clients.

### **Position summary**

Roundabout Canberra is seeking a skilled and passionate fundraising manager to undertake a voluntary role to help us build increase donations and support from the community, and to enable us to help more local families.

The Fundraising Manager will be responsible for developing and implementing a fundraising strategy for Roundabout Canberra. The primary focus of the role will be on developing and nurturing relationships with donors, corporate partners and sponsors. The role will also involve overseeing community fundraising via social media and digital platforms, third party fundraisers, and fundraising events.

The Fundraising Manager will work with the CEO, board members and volunteers to undertake these activities.

The Fundraising Manager will report to the Roundabout Board and will liaise with the CEO and Board Chair when required.

## Key responsibilities

The Fundraising Manager will be responsible for:

- Developing, managing and implementing a fundraising strategy, in consultation with the CEO and Board and with support from volunteers.
- Generating increased revenue from new and existing sources, including
  - Building and fostering relationships with donors, corporate partners and sponsors.
  - Fostering community fundraising.
  - Coordination of fundraising events
- Working with the Board to develop a fundraising budget.
- Reporting to the Board on the fundraising strategy, including events and progress.
- Up-to-date management of necessary records relating to financials, events and progress against the fundraising strategy.

## Requirements

- Relevant experience in a previous role
- Experience in developing and delivering fundraising campaigns
- Knowledge of social media and digital fundraising
- Organisational and project planning skills
- Ability to take initiative in order to achieve goals
- Exceptional communication and interpersonal skills
- Ability to work well as part of a diverse team.

Please submit your resume and a covering letter to [hannah@roundaboutcanberra.org](mailto:hannah@roundaboutcanberra.org)