



fundraising and event coordinator

- **Rewarding role working in a charity / school for children and young adults with autism**
- **Lead Melbourne's fundraising efforts as part of a small, supportive National team**
- **7 weeks annual leave and competitive salary + packaging. Located in Kew.**

The Organisation

Giant Steps has successfully operated schools for children and families experiencing autism. Firstly in Sydney since 1995 and also in Melbourne since 2016. Giant Steps caters for students from all socio economic backgrounds and does not charge fees. Parents donate or fundraise for the school to ensure they meet their operating budget every year. Donations, events and fundraising activities are supported through a wide network of families, corporates and the local community.

Benefits and culture

- 7 weeks annual leave per year
- Competitive Salary + Salary Packaging benefits

The Role

Working as part of a small, collaborative National team you will lead the fundraising efforts in Melbourne. This will involve identifying and executing funding opportunities and working with parents to deliver their annual fundraising targets as well as managing donor relationships, executing events and coordinating the application of grants.

Due to the nature of the parent driven fundraising critical to the role is building strong relationships with families to enable you support parents and ensure their fundraising activities are successful. You will also be responsible for co-ordinating and managing various fundraising events. In this hands on and multi-faceted position you will also support the schools administration.

Skills Required

This role would be well suited to a candidate who is passionate about disability, children and with general fundraising experience. You will have worked with corporates, trusts, foundations and government and have some experience in community fundraising, grants and event management. Preferably you will have used Raisers Edge.

You will be a confident communicator with parents, staff and donors, collaborative, supportive and inclusive in your style. You will be proactive and highly intuitive with the ability work as part of a busy, hands on team across a wide range of tasks including administration. Excellent writing skills are required.

If providing education opportunities to children and families experiencing autism is important to you then please contact Emma Adams on (03) 8319 4090 or send your CV to cv@ngorecruitment.com quoting #34572.