

Community & Partnerships Coordinator

- Start 2023 in new role driven by purpose!
- Coordinate innovative community fundraising campaigns
- Support the creation of campaigns and supporter experiences
- Access extra leave, true flexibility, and salary packaging benefits

About the Alannah & Madeline Foundation:

For 25 years, national charity the Alannah & Madeline Foundation has worked to safeguard every child's right to live free from violence and bullying. We recognise the dangers children face today are increasingly complex, so we innovate, adapt and respond. The Foundation also supports Dolly's Dream, educating and empowering families and communities to prevent the devastating effects of bullying.

About the team:

Our team is passionate, authentic and above all, we are motivated by the important work that we do. The Foundation fosters a culture of respect, enthusiasm and high work standards. Our values We act with courage, We are stronger together, We are curious, We believe accountability matters and We act with empathy, always, are embedded into how we operate individually and together as a Foundation.

This role is formally based in South Melbourne, however at the Foundation, we support our staff to work flexibly, both in location and hours, based on the premise that work will remain the focus of any arrangement. How and where you work is discussed with each staff member based on individual circumstances, role requirements and accountability for delivery of high-quality work.

About the role:

Reporting into the Community Partnerships & Campaigns Manager, this is a three-year contract role responsible to:

- Coordinate community fundraising activities
- Provide exceptional supporter care for community fundraisers and community partners
- Build and nurture relationships with volunteers, event planners, and fundraisers
- Take the lead rolling out Community Fundraising campaigns
- Coordinate the development and execution of the Corporate Volunteering Buddy Bags pack sessions
- Use innovation and initiative to improve both existing campaigns and new campaigns

What we'll give you:

A purpose-led culture with a focus on wellbeing including:

- Access to full NFP salary packaging benefits.
- Genuine flexibility.
- Extra leave.
- A purpose-led culture, with a supportive and friendly team environment.

About you:

- 2 years' experience fundraising or marketing, preferably in a customer service, community fundraising role (essential)
- Ability to build strong and enduring relationships with community members, volunteers and fundraisers
- Excellent administrative and project coordination skills
- Experience supporting and rolling out projects
- Knowledge of fundraising database systems desirable (preferably Raiser's Edge).

To apply:

Please review the position description for this role by clicking on the following link - we'd love to hear why you think you're a good fit in your cover letter.

<https://alannahmadelinefoundation.bamboohr.com/careers/95?source=aWQ9MjQ%3D>

Applications close **9am Monday 19th December** and we will be short-listing candidates prior to the closure of this role, so please do not delay submitting your application.

For further information contact Zoe.Robbins@amf.org.au

Important - please note:

- The Alannah & Madeline Foundation has the highest commitment to child safety. A police check and current Working with Children Check (or equivalent) are required for the successful applicant.
- The Foundation takes all reasonable steps to prevent any risk to the health and safety of staff. In the context of the COVID-19 pandemic, the Foundation requires all staff who perform 'in-person' work or who are required to attend the office to be fully vaccinated and to provide evidence of their vaccination, or medical exemption, prior to commencement.