

Muscular Dystrophy Queensland

Fundraising Specialist

Join our small, supportive team to deliver MDQ's annual fundraising events program. Whether is Ride Walk Roll, the BrisbaneHOG charity ride, the Ray White Surfers Paradise Muscular Dystrophy Ball or other events in between, you'll have the opportunity to hone your fundraising skills across our range of signature events.

Muscular Dystrophy Queensland's staff are mission-driven and live our values; knowledge, service and community. We strive to empower our community to "live the lives they choose". With timely access to services and disability related supports, people can conquer the barriers their condition presents.

About the team

The Fundraising Specialist is a senior role in the Fundraising & Marketing Team – a small, supportive team of 4 other marketing and fundraising professionals; Marketing Specialist, Database Coordinator, Fundraising Officer & Event Coordinator. There has been some movement in the team since our move from North Brisbane to Underwood in October 2023, providing the opportunity to review the team structure and build new roles offering greater specialisation. Two positions, the Fundraising Specialist and Marketing Specialist were formed from a single fulltime role, to address growth in the program. Join us at this exciting time of change, bring fresh eyes and make your mark on our established fundraising program, currently raising almost \$1 million annually.

About the role

The Fundraising Specialist is a new fulltime position, available on a permanent contract and ready for an immediate start and created to provide growth in our appeals programs, by increasing our capacity to thank and recognise our generous supporters. This is largely an operational role, but provides some leadership opportunities being part of the Fundraising & Marketing Board Sub-Committee, and providing team leadership for two staff; the Events Coordinator and Fundraising Officer.

Reporting directly to the CEO, you'll:

- Lead Muscular Dystrophy Queensland's appeals and lottery programs, being responsible for managing high-value relationships and refreshing our donor stewardship activities.
- Oversee the fundraising events programs, mentoring the Events Coordinator who'll be responsible for implementing the events to established event plans.
- Work with management on grant funding applications, being responsible for applications and acquittals to charitable foundations.
- Contribute your insight and expertise, assisting management to develop strategic and operational plans and budgets.

Due to the nature of this role, it may be necessary to work some weekends and evenings. All additional hours can be accrued as time owed in lieu, so that you can take time off when it suits you at a later time.



About you

You're an experienced fundraising professional having worked at a senior level for at least 3 years level in a similar, multi-faceted fundraising program. Liaising with donors is your favourite part of the job. You know how to manage the relationship and you're comfortable making a fundraising ask, when the time is right. You're comfortable managing and busy schedule with competing priorities. You enjoy being out of the office, meeting donors and representing your organisation at events but equally, can embed yourself at your desk to write fundraising copy and ensure appeal communications are prepared to strict deadlines. You hold qualifications in fundraising, marketing or communications or have gained equivalent skills via fundraising industry certifications and experience.

Qualifications, Skills & Experience

Essential

- Degree qualifications or equivalent via fundraising certifications and experience.
- Demonstrated experience in a similar level role, with at least 3 years working leading a fundraising program.
- Emotional intelligence, excellent communication and interpersonal skills.
- Excellent time management, with the ability to manage your own task and coach your team to meet deadlines and conduct successful fundraising programs.
- Proficient with Office 365 and able to keep accurate records in a CRM.
- Drivers License and own car for occasional business use (with reimbursement per KM available)
- NDIS Worker Screening & Blue Card (to be obtained before your first day)

Desirable

- Previous experience working for a disability services organisation in the non-profit sector.
- Lived experience of disability, where you or a close family member lives with a disability.

Employee Benefits

- Our new Underwood office has ample on street parking, an onsite cafe, local shopping, a gym and swimming pool in close proximity.
- Fulltime, permanent contract with a competitive remuneration package that recognises your experience.
- Leverage the benefits of non-profit sector salary packaging to receive tax free earnings of up to \$18,549.
- Professional development opportunities. Paid FIA membership and generous study leave provisions for those enrolled in recognised training which is related to their role.
- Flexible working conditions aimed to help you achieve a true work/life balance.
- Employee Assistance program (EAP) that provides access to private counselling sessions to support your life inside and outside work.

Application Process

If you would like a detailed position description or have any questions about the role, you're welcome to contact CEO, Penny Deavin at pennyd@mdqld.org.au

Please let us assess your suitability for the role by providing:

- A cover letter outlining your suitability and addressing the 'about you' and 'qualifications, skills and experience' points discussed above.
- If you currently manage a fundraising program, please share links to your work in your cover letter. This might be a fundraising website, eDM appeals or newsletter copy or similar.
- A current resume.

Apply today! We're looking forward to meeting you.



We're stronger **together**
Muscular Dystrophy Queensland

Office: Unit 5, Portal Office Park, 2996 Logan Rd, Underwood Qld 4119
Freecall: 1800 676 364 | **Email:** info@mdqld.org.au | **Web:** www.mdqld.org.au
ACN: 621 816 975 **ABN:** 14 908 553 738