

Position: Community and Fundraising Events Officer
Team: Fundraising
Reports to: Fundraising Manager
Issue Date: July 2024

Vision – Our aspiration

A Parkinson's community **empowered** every step of the way.

Purpose – What we do

We support, enable and advocate for and with people living with Parkinson's and their communities.

Organisation Overview

Parkinson's NSW is a for-purpose organisation striving to make life better for people living with Parkinson's, their families, and carers. We provide essential services and programs including:

- Counselling services
- Network of Support Groups across the state
- Information Line (InfoLine) service staffed by Registered Parkinson's Nurses and specialist health professionals
- Parkinson's Nurse specialists placed in rural & regional areas of NSW
- Education and information programs

1. POSITION SUMMARY

- North Ryde (2113) based, free parking on-site
- Newly-created part-time position (2 or 3 days per week)
- 12-month contract with view to make permanent at the end of the contracted period
- Competitive salary + benefits including not-for-profit salary packaging

2. ROLE DESCRIPTION

Parkinson's NSW recognises the challenges to patients, their carers and their families upon diagnosis and throughout their time with Parkinsons. It is our goal into improve the connection between people with Parkinson's and the services that exist to support them as well as improving knowledge of Parkinsons within the community



This role will work to support and encourage fundraising activities within the community via PNSW events and activities initiated by the community. The role also seeks to maximise fundraising revenue from 3rd party events (ie City 2 Surf etc).

3. POSITION PURPOSE

Parkinson's NSW recognises the challenges to patients, their carers, and their families upon diagnosis and throughout their time with Parkinsons.

It is our goal into improve the connection between people with Parkinson's and the services that exist to support them as well as improving knowledge of Parkinsons within the community.

To support this goal, Parkinson's NSW is seeking to expand its fundraising team with the appointment of a newly-created part-time Community Fundraising and Events Officer.

4. DUTIES AND RESPONSIBILITIES

- Work with the Fundraising Manager to formulate the Community Fundraising Plan
- Manage all community fundraising enquiries, including providing fundraisers with appropriate fundraising materials, i.e. brochure materials, merchandise, and general fundraising collateral.
- Ensure all external fundraisers, including Parkinson's Support Groups, are supported from time of enquiry to the delivery of their fundraising activity.
- Work with the Marketing and Fundraising Managers to plan and deliver all elements of the reintroduction of physical events.
- Explore opportunities and implement plans to engage corporate and SME giving
- Work with the Marketing team to drive and grow the number of fundraisers for existing online events "Step Up for Parkinsons" and "The Great Parkinson's Morning Tea.
- Assist the Fundraising Team with delivery of supporter events.
- Keep fundraising assets up-to-date and create relevant collateral for events and to help support fundraiser needs.

- Drive participation of third-party community fundraising events such as City2Surf and the Blackmores Running Festival.
- Work with Marketing Team to create the digital and promotion plan for events and community fundraising campaigns.
- Maintain/update Parkinson's NSW database, the Funraisin' platform (when required), as well as third-party fundraising platforms.
- Manage volunteer recruitment, day-to-day management, and coordination of volunteers for events and community fundraising initiatives and projects.
- Explore opportunities for further community engagement, including engaging existing small business supporters.
- Work with the Fundraising Manager to support existing Community fundraising committees and develop new committees.

5. OTHER ASPECTS OF THE ROLE

- Expectation that there will be out of hours work i.e. after 5pm and weekends.
- Travel within the Parkinson's footprint across NSW to visit Support Groups and fundraisers is part of the role.
- Participate in quality reviews as requested.
- Undertake other duties as may be allocated by your manager.
- An in-depth understanding of the role, vision, purpose, and values of Parkinson's NSW; its strategic direction; and taking accountability for your role in delivering the strategic direction.

6. ABOUT YOU

Essential Skills

- Strong customer service focus.
- A minimum of 2 years working in a fundraising or event coordination role
- Good time management, planning and organisational skills, and experience in planning and delivering events.
- Confidence and ability to liaise with and engage fundraisers, stakeholders and third-party suppliers.
- Ability to work independently as well as part of a team.
- Strong oral and written communication and people skills, with a demonstrated capacity to effectively communicate with a diverse range of stakeholders.



- Computer literacy within Microsoft Office packages.

Desirable Skills

- Sound knowledge of Parkinson's disease and its impact on people living with the condition
- Experience working with volunteers in a not-for-profit organisation
- Experience working with Salesforce and/or Funraisin' Platforms
- Driver's Licence
- Knowledge of the NSW Fundraising Act

Authorised by: _____
 Chief Executive Officer _____ Date _____

I, the undersigned, have read, understand, and agree to the duties of the Community and Fundraising Events Officer as contained in this job description.

 Printed Name Signature Date