

Fundraising and Events Coordinator

Cystic Fibrosis WA
Nedlands, Perth WA
Fundraising (Community Services & Development)
Part time/hybrid work arrangements available

Part time position, 20-30 hours per week

Bring your energy, organisation and stakeholder skills to make a tangible difference for people living with cystic fibrosis.

We are looking for a team focussed Fundraising and Events Coordinator.

Who We Are

CFWA is a not-for-profit organisation that provides a comprehensive range of services and resources for people affected by cystic fibrosis and respiratory conditions in Western Australia.

Our fundraising team delivers a dynamic program of activities, engaging with sponsors, volunteers and community members. You will help plan and coordinate successful campaigns and events and manage a range of donor relationships, with both in-kind support and funds raised contributing significantly to our services and life-changing research.

The Role

Reporting to the Head of Fundraising, you will assist with day-to-day planning, administration activities, event coordination and fundraising tasks.

You will work closely with the Events & Community Fundraising Senior Coordinator, the Digital Marketing Officer and our Grants Officer to coordinate fundraising endeavours and meet budget, time and impact goals.

You will help to coordinate fundraising events such as 65 Roses Day, the Luxury Raffle, manage a roster of dedicated volunteers and coordinate merchandise for the CFWA online shop.

This role may suit someone looking to join a supportive team with an established fundraising program; an environment that enables them to

***apply and stretch their skills - where working flexibly is truly embraced.
Work from home opportunities are available.***

To be successful in this role, you will have excellent initiative, organisational ability and communication skills. Prior experience in fundraising activities, event and volunteer coordination; and/or working on fundraising platforms and systems is desirable. You will also have strong interpersonal skills, excellent time management skills and the ability to solve problems in a timely and effective manner.

Key Essential Criteria

1. Well-developed written and oral communication skills
2. Excellent customer service and interpersonal skills
3. Initiative, problem solving and organisational skills
4. Availability to work occasional after hours and weekend events (time off in lieu provided).

Key Desirable Criteria

1. Experience in volunteer management including recruitment, ongoing engagement and rostering
2. Knowledge of fundraising principles and digital giving platforms such as Funraisin, GoFundraise and MyCause.
3. Demonstrated experience in assisting with events, including event planning, stakeholder management and organising event logistics
4. Experience managing an online retail store.
5. Ability to work with Customer Relationship Management (CRM) systems such as Salesforce
6. Background in business or events such as a tertiary qualification or relevant experience

The Perks

- Part time position, where we can agree hours per week to suit you.
- Flexible work environment, with high degree of autonomy for self-driven individuals. We offer staff hybrid working arrangements.
- Investment in professional development
- Generous leave program and salary packaging up to \$15,900 p.a.

To express your interest in this role, please forward your resume and a one-to-two-page cover letter addressing the essential criteria to Jessica Hollinshead at Jessica.hollinshead@cfwa.org.au . Applicant screening will commence immediately so please get your application in early.