



VACCA

Connected by culture

POSITION DESCRIPTION

Position	Senior Co-ordinator Fundraising and Resource	Position Number	P10668
Reports to	Head of Fundraising and Philanthropy	Direct Reports	
Status	Fixed Term 12 Month- Maternity Leave Backfill	Time Fraction	Full time – 38 hours
Award	Award free	Location	VACCA Head Office Preston

OUR VISION

Aboriginal self-determination - Live, Experience and Be.

OUR PURPOSE

Supporting culturally strong, safe and thriving Aboriginal communities.

POSITION Summary

Reporting to the Head of Fundraising and Philanthropy, OCEO you will be tasked to drive increased income from peer-to-peer fundraising events and manage VACCA Resources shop.

This role includes a range of tasks including:

- Managing donor administration and communication for peer-to-peer events
- Communication and engagement with key stakeholders
- Processing donations into Salesforce, maintaining the database and assisting with financial reporting for Fundraising and Resources
- Lead Co Ordinator for Gifts in Kind (such as Christmas presents)
- Provide mentorship and support to the Fundraising and Resources Coordinator with customer enquiries, Shopify and deliveries
- Community engagement
- Engage in donor stewardship across individual giving and community fundraising
- Undertake other duties required by the Head of Fundraising and Philanthropy to support team success, operational priorities and organizational objectives
- Ensure timely, meaningful and culturally appropriate acknowledgment and follow-up

KEY SELECTION CRITERIA

- Experience planning and implementing peer-to-peer fundraising events.
- Knowledge of how to engage donors to maintain retention
- Experience managing staff, programs, campaigns and events
- Excellent customer care skills in person, on the phone and via email with an ability to make people feel valued



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- Experience using the Microsoft 360 Suite, including Outlook, Word, Excel, PowerPoint and the use of a CRM, preferably Salesforce
- Efficient organisational skills with attention to detail, able to prioritise, meet deadlines and provide general administrative support
- Continual improvement of fundraising administration processes and procedures
- Collaborative teamwork across VACCA regions and offices
- Previous experience working or volunteering in an Aboriginal Community Controlled Organisation would be highly regarded.

REQUIREMENT

- You must have and continue to hold a full Victorian Driver's License and a current employment working with children check card.
- Current COVID-19 vaccination (minimum two dose, prior to commencement)

POSITION ACCOUNTABILITIES

- Management of VACCA's Community program
- Managing donor administration and communication from beginning to end of fundraising events
- Engaging with supporters and customers via telephone and email
- Processing donations into Salesforce, maintaining the database and assisting with financial reporting for Fundraising and Resources
- Assisting with the coordination of Gifts in Kind (such as Christmas presents)
- Supporting Resources including the VACCA shop with customer enquiries, Shopify and deliveries
- Work collaboratively within the team to actively problem solve, Identify risks and opportunities for improvement in a timely manner
- Provide support with fundraising events, networking opportunities and promotions.
- Maintain accountability for fundraising income performance across community fundraising

HEALTH, SAFETY & WELLBEING

- Ensure compliance with the OH&S Act and VACCA policies.
- Contribute positively and proactively to team and organisation wide OH&S activities.

QUALITY & CONTINUOUS IMPROVEMENT

- Ensure compliance with legislation, contract and policy requirements in your day-to-day work in order to meet the organisation's audit, contract and registration obligations.
- Proactively apply your specialist knowledge in the review and maintenance of policies, systems and processes.



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- Continue the development of a culturally strong and positive working environment using a continuous improvement approach.

OTHER

- Participate proactively in team project initiatives
- Support other team members in periods of high demand and during periods of absence
- Participate in project groups and attend events
- Undertake other duties as directed

ADDITIONAL INFORMATION

We are committed to Aboriginal self-determination and supporting strong, safe, thriving Aboriginal communities and aim to ensure every individual is treated with dignity, honoring all cultural backgrounds, abilities, ethnicities, sexual orientations, gender identities and spiritual beliefs.

VACCA is a child-safe organisation and is committed to ensuring the safety and wellbeing of children and young people with zero tolerance for child abuse. All successful applicants will be required to undertake a National Police Record Check and Working with Children Check prior to commencement of employment and periodically following commencement.

VACCA is an equal opportunity employer and has a smoke-free workplace policy.

This position is designated under the Multiagency Risk Assessment and Management framework (MARAM) Identification (Tier 3&4) level which requires mandated MARAM Family Violence Screening & Identification training and VACCA MARAM Identification responsibilities.