Position Title:	Community Fundraising and Events Coordinator
Location:	Sydney
Employment Status:	Contract, Part time (2 days a week)
Reporting Relationships:	General Manager – Development, Community Fundraising Specialist
Date:	Sep 2024 – Nov 2024

SECTION 1

OUR VISION

Lung Foundation Australia enables life-saving lung health and lung cancer research, and champions programs so that Australians with lung disease and lung cancer can live their best life.

OUR MISSION

By 2030, Lung Foundation Australia will be recognised as one of the world's most innovative and effective lung health charities and a fearless leader of lung health and lung cancer policy, programs and research.

STRATEGIC PILLARS

- Healthy lungs for all
- Australia's lung health research funding incubator
- Impactful and meaningful lung disease programs and support
- Valuing our people
- Purposeful leadership and ethical governance.

THE LUNG FOUNDATION VALUES

The Lung Foundation operates under the principles and respect for the law and system of government, respect for people, integrity, diligence, and efficiency. Our values are represented by **BE FAIR**

- **Bold** | be proactive and take risks that achieve our Mission.
- **Entrepreneurial** | be focused on outcomes and strive to find new ways of working, remembering we are profit-for-purpose.
- **Fair** | be equitable and work in the interests of all our stakeholders, particularly patients and their carers.
- **Agile** | be responsive and proactive to create positive change.
- **Innovative** | be inventive and find new ways of doing things that achieve our Mission.
- **Respectful** | be honest and work hard every day in every way – we are funded by the community they should expect nothing less.

THE LUNG FOUNDATION ENVIRONMENT

The Lung Foundation has three offices with 50 team members based in Brisbane, 6 team members based in Sydney, and 5 team members in Melbourne.

SECTION 2

POSITION SUMMARY

The primary role of the Community Fundraising and Events Coordinator is to steward and grow the Shine a Light on lung cancer campaign, support fundraising events and support other fundraising programs. This role has responsibility for the development, coordination, and implementation of the annual Shine a Light on lung cancer community walks in November.

This role requires a strong focus on supporter stewardship to engage participants and help to increase community fundraising revenue, as well as event coordination to support logistics for all Shine a Light community walks.

The role includes:

- Supporting the Community Fundraising Specialist to administer the community fundraising program with a focus on Shine a Light on lung cancer, updating Salesforce, coordinating merchandise and promotional resources, and other communications.
- Manage fundraising enquiries and ad hoc fundraising stewardship through supporter calls and recording all email correspondence
- Identifying opportunities to promote LFA's community fundraising program and events to encourage greater participation and grow revenue.
- Support end to end development, production and delivery of Shine a Light on lung cancer related events.
- Delivering events on time, within budget, that meet and exceed KPI's.
- Setting, communicating and maintaining timelines and priorities on every project and event
- Managing supplier relationships.

FREE CALL
1800 654 301

Level 4, 12 Cribb Street, Milton QLD 4064
PO Box 1949, Milton QLD
enquiries@lungfoundation.com.au | www.lungfoundation.com.au

ABN: 36 051 131 901

The major areas of work, organised as key areas of responsibility and performance indicators, are outlined in this section.

Key Areas of Responsibility	Performance Indicators
Community Fundraising	• Support the development and rollout of Shine a Light on lung cancer, LFA's flagship community fundraising campaign. • Help to create and document community fundraising practices & resources. • Support third party fundraisers by providing information and resources to activate their fundraising. • Assist with the acquisition and retention of community fundraisers. • Manage authority to fundraise process and associated documentation. • Provide assistance with promoting community fundraising events. • Respond to community fundraising email/phone enquiries. • Communicate directly with community fundraisers to support their events. • Manage all welcome calls, letters and certificates of appreciation. • Manage the fundraising incentives and resource allocation. • Action key stewardship tasks in the CRM. • Identify opportunities for supporter or community fundraising social media content.

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Events	• Provide outstanding, efficient and effective events in accordance with established requirements to achieve profitability and client satisfaction. • Ensure that the highest standards of customer care is delivered including appropriate recognition to supporters and sponsors. • Work closely with the marketing and communication team to assist in the development of the events image, brand, profile and marketing collateral. • Ensure internal and external stakeholders obtain the best value from the venue, facilities and services by establishing the appropriate level of hospitality and event requirements for each event with timely delivery of responses, cost estimates and event outcomes. • Liaise and work with external and internal key event stakeholders as required ensuring positive relationships are maintained. • Respond to attendee enquiries for fundraising events.
Marketing	• Work closely with the Marketing and Communications team, in relation to all Shine a Light community fundraising, event communications from launch to conclusion • Ensure the website and all relevant event information is up to date at all times
Finance	• Track finances according to set processes

OTHER DUTIES

- Recording and ensuring data integrity of supporter contact details, communications and other relevant information on CRM.
- Working in conjunction with the wider LFA team and undertaking additional projects as agreed with General Manager, Development.
- Depending on the location of events, some travel may be required
- Note some afterhours and weekend work is required due to the nature of the role.
- To represent the LFA both internally and externally, at events and meetings .

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KEY ATTRIBUTES

- A minimum of 1 year of fundraising or events and marketing experience in a similar role.
- Demonstrated experience in the design and delivery of events with great attention to detail to achieve excellent client/stakeholder outcomes.
- Excellent relationship management skills – able to develop and maintain productive relationships with supporters and other stakeholders.
- Highly developed planning and organisational skills with the demonstrated ability to manage all aspects of a range of events.
- High level written and oral communication and networking skills.
- Demonstrated high level administration skills including literacy in relevant software in Office 365,).
- Ability to understand and integrate data into activity.
- Creative thinking and solution focussed problem solving ability.
- Ability to work in a team and foster team spirit.

SECTION 3

REPORTING RELATIONSHIPS

This is one position reporting to the Community Fundraising Specialist and the General Manager – Development. All direct reports are based in Sydney.

EXTERNAL RELATIONSHIPS

The Community Fundraising and Events Coordinator maintains and further develops relationships that aid in the primary means of developing, growing and supporting the Shine a Light on lung cancer events for the Lung Foundation, with particular emphasis given to communicating with donors and supporters.

SECTION 4

PERFORMANCE APPRAISALS

This is a 2-month causal contract role.

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SECTION 5

ACCEPTANCE OF POSITION DESCRIPTION

This position description is intended to describe the general nature of the duties performed. It is not intended to be a complete list of all responsibilities, duties and skills required of the position. Other appropriate duties may be assigned that are not listed in the position description.

My signature below indicates that I have reviewed, accepted, and received a copy of this position description.

_____   _____

(Employee name)   Date

_____   _____

(Manager)   Date

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