

Position Description

Position Title	Community Fundraising and Events Coordinator
Location	Sydney
Team	Fundraising (Development Team)
Employment Status	Contract, Casual (2 days per week)
Award	Award free
Reports to	Chief Development Officer, Community Fundraising Specialist
Direct Reports	Nil
Version	June 2026

PURPOSE OF POSITION DESCRIPTION

The purpose of this position description is to document the purpose, desired candidate attributes and key responsibilities encompassed within the role. The key areas of responsibility and performance indicators are tied to performance review and career development. This document should be reviewed annually as changes in the organisation may result in the need to update the position description.

SECTION 1

Our Mission

Healthy lungs for all.

Our Vision

To lead lung health and transform lives through impactful programs, policy, campaigns, and research.

Our Values

Our values underpin everything we do:

- **Trusted:** We are a credible, evidence-based authority in lung health, disease and cancer.
- **Excellence:** We set the standard through expertise, leadership and innovation, striving every day for the highest quality in everything we do.
- **Impact-driven:** We create meaningful, lasting impact in lung health, with a commitment to equity and addressing disparities.
- **Collaborative and inclusive:** We listen deeply, value lived experience and work together for better outcomes.
- **Curious and innovative:** We embrace new ideas, challenge the status quo, and remain responsive and adaptable in a changing world.

- **Empathetic and fair:** We approach our work with care, compassion and fairness, and a deep understanding of those we serve.

Our Strategic Priorities

1. Promote lifelong lung health and prevent disease
2. Advance lung health equity
3. Support people to live well with lung disease
4. Drive life-changing research and innovation

Our Team

Lung Foundation Australia is an award-winning profit for purpose organisation and national peak health and advisory body. Lung Foundation Australia is an Employer of Choice.

Lung Foundation Australia is embarking on a new corporate strategy following five years of sustained growth in brand, influence, funding, and reach. Our strong performance saw the Lung Foundation Australia named Non-Government Organisation of the Year in 2020 and 2023 and The Voice Projects Best Place to Work in 2020, 2021, 2023, 2024 and 2025. Before applying we encourage you to learn more about our Mission and impact by reading our Annual Impact Report <https://lungfoundation.com.au/about/annual-reports/>

We operate from three offices: Brisbane, Sydney and Melbourne with a national footprint established by our support and research programs. We are committed to work life balance and flexibility in the workplace.

As our impact grows with increased government and community funding so does our team and our army of volunteer supporters. Over the next five years, Lung Foundation Australia is anticipated to increase its headcount by 100%+ as new offices are opened, and new projects are commenced.

SECTION 2

PURPOSE OF THIS ROLE

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.

SKILLS, QUALIFICATIONS AND KEY ATTRIBUTES REQUIRED (KEY SELECTION CRITERIA)

Experience

- 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.

Knowledge and Skills

To be successful in this role, you will need to have:

- 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.

KEY AREAS OF RESPONSIBILITY AND PERFORMANCE INDICATORS

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.
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 Chief Development Officer
- 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 .

SECTION 3

REPORTING RELATIONSHIPS

This is one position reporting to the Community Fundraising Specialist and the Chief Development Officer 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 casual contract role.

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