



Fundraising and Communication Officer

Employer: North Shore Women's Benevolent Association Limited (Mary's House)

Work Type/s: Part Time

Classification/s: Communications and Marketing, Fundraising, Women's Organisations and Services, Media

Sector/s: Not For Profit (NFP)

Location: North Shore, Sydney

Job posted on: 1 April, 2019

Applications close: 15 April, 2019

Salary: Negotiable

PART TIME (30.4 hours over 5 days)

North Shore Women's Benevolent Association is a not-for-profit organisation providing accommodation and support services to women and children escaping domestic violence.

PRIMARY PURPOSE OF THE POSITION

The Fundraising, Communication Officer is responsible for planning and executing the Fundraising and Communication Strategy of the NSWBA Board including internal and external communication, public relations and fundraising. The role is critical to ensuring that messaging and promotion of Mary's House reflects and projects its values and mission to all stakeholders with the purpose of building awareness and reputation of the service, as well as supporting sustainable revenue generation.

Mary's House has an effective fundraising plan and is fortunate to have broad community and corporate support. This position is responsible for working with the Board, staff, volunteers and other stakeholders in delivering the plan and building the reputation of Mary's House. The role requires the position holder to be self-motivated, professional and able to prioritise and manage delegated tasks with minimal day-to-day supervision. They must be flexible and be able to respond to requests at relatively short notice.

POSITION DUTIES

Strong competencies in

- Fundraising
- Project management
- Writing, messaging and presenting at various fora
- Media relations using all types of media platforms
- Media monitoring and analytics

- Digital specialist with experience in SEO, EDM and all digital and social platforms for awareness raising and fundraising
- Building networks and strengthening relationships with external stakeholders
- Public speaking
- Sound management skills and a team player in managing a skilled volunteer team
- Working with and advising the Board as required
- Other duties as required

ESSENTIAL CRITERIA

- At least five years' experience in a similar position
- Degree in marketing and/or media
- Strong industry links
- Research and analytical skills
- Proven fundraising abilities
- Evidence of successful event management
- Excellent oral and written communication skills
- Ability to multi task and respond to and prioritise competing requests and good time management
- An affinity with not for profit organisations
- Ability to be on call for media as required
- Strong social profile and experience
- Current Police and Working With Children Checks

DESIRABLE CRITERIA

- Experience in a not for profit organisation
- Knowledge and/or understanding of domestic violence
- Driver's licence

If you are interested in this role, please use apply via *either* [Ethical Jobs](#) or [Seek](#) website