



FARE Position Description

Job Title:	Senior Fundraising Advisor	Location:	Australia-wide
Team:	Communications	Position Type:	Full-time
Award:	Social, Community, Home Care & Disability Services Industry Award 2010	Award Level:	Level 5
Reports to:	Marketing and Communications Director		
Primary Job Purpose			
<p>The Senior Fundraising Advisor is responsible for working across teams to lead, produce and implement our fundraising programs, with a focus on individual giving and peer-to-peer fundraising. This position works with a high degree of autonomy to develop and implement best practice fundraising activities to drive revenue, acquire new donors, and retain existing donors.</p>			
Responsibilities			
<ul style="list-style-type: none"> • Contribute to the development, implementation and evaluation of FARE’s peer-to-peer, community fundraising, and individual giving programs. • Coordinate and implement events, fundraising campaigns, and activities that grow FARE’s supporter base, deepen loyalty and increase overall revenue in support of our mission and work. • Develop key messages and create compelling, responsive and integrated written and/or multimedia content for use across media, print and digital (such as print resources, websites, social media, newsletters, campaign emails, video concepts, and fundraising letters). • Play an active role in supporting communications activities for FARE’s supporter and donor acquisition, retention and development programs. • Write, proofread, and edit fundraising collateral including presentations, EDMs, social media content, sponsorship proposals and agreements, event materials, and reports. • Manage donor data and design and implement donor stewardship activities. • Play an active role in championing and ensuring the correct use of FARE’s brand. • Assist with key organisational duties including periodic evaluation and reporting on fundraising outcomes and tasks to support budget management. • Establish and maintain strong relationships with internal stakeholders to ensure staff are engaged, consulted and informed in a timely manner during the development of fundraising activities. • Establish and maintain strong relationships with external stakeholders, including partner organisations, consultants, contractors, agencies, and donors. • Provide high-level fundraising support, advice and training to the CEO, leadership team and wider organisation, as required. • Perform other duties as directed by the CEO and/or Marketing and Communications Director and Communications Manager. • Apply the principles, practices and policies of FARE and adhere to the company’s Values and Code of Conduct. • Adhere to all the requirements of the Work Health & Safety Act and Regulations, both personally and in relation to the other staff and the company in general. 			
People Management	The position has no direct line management responsibilities		
Budget Management	The position has no budgetary responsibilities		

Capabilities			
Qualifications/ Experience	<ul style="list-style-type: none"> • 2+ years experience in establishing, developing and managing individual fundraising programs. • Strong understanding of traditional and digital fundraising tactics, coupled with a high attention to detail, analytical and problem-solving skills. • Professional experience in or strong understanding of not-for-profit, public health, charitable and/or membership organisations. • Demonstrated experience in planning, implementing and evaluating fundraising activities. • Demonstrated experience in fundraising/client database management (desirable) 		
Knowledge/Skills	<ul style="list-style-type: none"> • Demonstrated track record in fundraising and events. • Demonstrated high-level verbal and written communication skills. • Advanced computer skills, including Microsoft Office products and digital communication tools (website/email/social media management). • Strong organisational and stakeholder management skills, with demonstrated ability to work with others across the organisation and at all levels. • Ability to exercise sound judgment and initiative in a fast-paced environment. • Technically savvy communicator, able to navigate between media, print and digital mediums. • Demonstrated ability to work productively to achieve results, with minimal supervision. 		
Personal Attributes	<ul style="list-style-type: none"> • You are passionate about fundraising and communications, and you are proactive, progressive, self-motivated, and innovative in your approach. • Ability to work to deadlines, manage competing priorities, lead projects and make sound decisions under pressure. • Demonstrated ‘can-do’ attitude, contributing to developing a culture of excellence, creativity, responsiveness and flexibility. • Ability to work autonomously and as part of a team, including supporting colleagues in meeting their responsibilities. • Ability to quickly learn and apply new skills, knowledge and techniques. • You are professional, motivated, and ready to learn. • Demonstrated ability to contribute to a values-based, high performing and effective team and organisational culture • Demonstrated commitment to continuing professional and personal development. 		
Approved By:	Ayla Chorley	Date:	28/1/25
Last Updated By:	Joanna Le	Date/Time:	28/1/25