



## TAMBORINE MOUNTAIN SCOUT GROUP

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### DUTY STATEMENT

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| <b>TITLE OF POSITION:</b>          | Fundraising Coordinator   |
| <b>PERSON TO WHOM RESPONSIBLE:</b> | Group Leader, Group Treasurer   |
| <b>FUNDRAISING LOCATION:</b>       | Tamborine Mountain Scout Group and off-site locations within Broadwater District and Region |
| <b>AWARD AND LEVEL:</b>            | Volunteer   |

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| <b>ROLE PURPOSE:</b> | <p>Scouts is a worldwide movement that has shaped the development of youth and adults for more than 100 years. Scouts are in every part of our community and Scouts is the biggest and most successful youth organisation in Australia. Approximately 10,000 youth members and adults in Queensland enjoy a huge range of activities.</p> <p>The aim of Scouting is to encourage the physical, intellectual, emotional, social, and spiritual development of young people so they may play a constructive role in society as responsible citizens and as members of their local and international communities. This is achieved through a strong and active program that inspires young people to do their best and to always be prepared.</p> <p>As part of the fundraising team, this role is responsible for assisting with the generation of funds for Tamborine Mountain Scout Group, through the coordination of fundraising activities, including donations and grants, and government and philanthropic funding opportunities on both a State-wide and local level.</p> <p>Scouts Queensland is a Child Safe organisation. Scouts Queensland is inclusive of all, regardless of gender, sexuality, race, religion, or abilities and does not tolerate any form of harm, abuse or neglect.</p> |
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**KEY RESPONSIBILITIES:** The responsibilities of this role include, but are not limited to:

1. Assist in generating increased income for Tamborine Mountain Scout Group through fundraising activities.
2. Assist in the administration of the Group's fundraising strategy.
3. Develop and maintain strong professional relationships with volunteer stakeholders at all levels of the organization.
4. Engage key business partnerships to support the Group.
5. Assist with the development and maintenance of a donor database and direct marketing strategies on behalf of the Group.
6. Generating regular reports on fundraising status.
7. Driving commercial opportunities for revenue generation.
8. Administer and coordinate the Group's hosting of the Gold Coast Region Billy Cart Rally and Kokoda Games.
9. Commit to a minimum of 8 fundraising activities across the year as set by the Group Leader. Be willing to build on this as you establish the fundraising sector, supported by a fundraising team structure with the capacity to support growth.
10. Act as first point of contact for sections requiring fundraising advice.
11. Monitor and respond to the fundraising inquiries, including access to a dedicated email account as supplied by Scouts Queensland.
12. Coordinating broader donor acquisition, retention and engagement with a fundraising focus.
13. Operate within the requirements of Queensland Branch Scouting Instructions (QBSI) Section 6.8 Fundraising.
14. Liaise with the Group Leader and Group Treasurer on the Group Fundraising Policy.



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### KEY WORK EXPERIENCE REQUIREMENTS:

Specialist skills and knowledge required for Role:

- Relevant professional experience in a fundraising setting and an understanding of fundraising principles.
- Strong copywriting, administration, and project management skills
- Experience in successful planning, execution and evaluation of high-profile events, ideally within the not-for-profit sector.
- Working knowledge of Microsoft suite of business software (PowerPoint, Word, Excel, Outlook) and social media sites.
- Experience within the Scouting movement would be advantageous, however is not necessary. All relevant Scout training is provided at no cost to the volunteer.

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### PERSONAL SKILLS:

- Excellent time management and organisational skills
  - Ability to provide high quality support to prospective friends and supporters within concurrent and conflicting priorities
  - Ability to manage and respond to the needs of a diverse range of stakeholders
  - Excellent communication skills, both verbal and written, with a diverse range of stakeholders
  - Ability to work effectively as part of a team
  - Ability to think creatively and innovatively
  - Ability to develop and implement process improvements
  - Ability to provide accurate and detailed information
  - Ability to treat matters with appropriate sensitivity and confidentiality and to respect Privacy
  - Highly self-motivated
  - Ability to work under pressure and within tight timeframes
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**INHERENT REQUIREMENTS** This position requires the volunteer to:  
**FOR THE ROLE:**

- Spend periods of time using office equipment and computers
- Spend periods of time liaising with clients on the telephone and in person, in a clear and professional manner
- Be able to work occasional evenings and weekends as required to support the delivery of events
- Coordinate the set up and pack down of fundraising equipment, BBQ's, tables and food crates (some lifting is required)
- Current Adult Member of Scouts Queensland, including possessing a valid Blue Card
- Adhere to the Scouts Australia Code of Conduct for Adults in Scouting
- Completion of the three (3) mandatory on-line training modules as required by Scouts Australia

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**KEY PERFORMANCE INDICATORS:**

- Supporting the Group and Sections to raise money through fundraising activities, donations and grants
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