



Peace Brigades International

Brigadas Internacionales de Paz Brigade Perdamaian Internasional
Brigades de Paix Internationales

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Fundraising Coordinator Part-time Position

POSITION TITLE: Fundraising Coordinator, Peace Brigades International (PBI) - Australia Inc.

POSITION OBJECTIVE: Coordinate the annual fundraising strategy of PBI-Australia.

PACKAGE: \$45,000.00 P.A. Pro Rata to 2 days per week (0.4) twelve month contract position (potentially renewable).

Applicants may wish to link this position with that of Environmental Officer for Cambridge International College (CIC), for the remaining 3 days to make a full-time position. The Environmental Officer position description is still being finalized, but if this option is of interest to you, please indicate on your application. The CIC is a tertiary college for international students and is located in the CBD.

POSITION CONTEXT

PBI Australia is an independent and non-profit community organisation, incorporated under the Associations Incorporations Act, and is managed by voluntary monthly General Meetings of its membership. PBI Australia is a Country Group of the global Peace Brigades International organisation and also works within this wider scope and structure.

PBI Australia operates as a mainly voluntary organisation with roles and duties being shared amongst active members. Work within PBI Australia requires high-levels of self-motivation and working within a voluntary group context. PBI Australia is non-hierarchical and decentralised organisation, decisions being made by a consensus process at the regular General Meetings or within delegated Working Groups.

As a result of PBI's continually expanding project work, the PBI Australia Organising Collective has identified the need to secure funding to ensure the ongoing capacity and sustainability of PBI field projects and its work here in Australia.

Previously we have raised the majority of our funds through memberships, donations and grants for small local projects. It is recognised that to increase funding in order to support PBI's projects in conflict regions, (as well as establish a sustainable income stream for PBI Australia) that a broader strategy must be implemented. This will consist of relationship building with individual donors and supporters and appropriate engagement with community, philanthropic and government bodies.

PBI Projects and the International organisation have considerable experience with fundraising and it is envisaged that this person will be able to work with and draw on that experience.

GENERAL RESPONSIBILITIES

This person shall develop a fundraising program in collaboration with the Committee which identifies, engages and responds to the funding opportunities available, and implement significant aspects of this program.

This role will:

1. Develop and coordinate PBI Australia's annual fundraising strategy;
2. Work closely with PBI projects and the International Fundraising Committee to identify and pursue fundraising opportunities and priorities;
3. Engage new financial support opportunities and build existing relationships;
4. Contribute to the long term financial viability of the organisation.
5. Undertake other similar duties as requested.

SPECIFIC ROLES & RESPONSIBILITIES

1. Implement the fundraising strategy developed in conjunction with PBI Organising Committee that is appropriate to the market and utilises all available and potential networks. This strategy will form the basis of the operational workplan for this role;
2. Identify and engage new donor relationships, ensuring a mutually beneficial relationship is developed and maintained;
3. Identify and coordinate appropriate funding applications to targeted Trusts & Foundations and other funding sources and make appropriate and targeted funding requests and submissions as required;
4. Liaise with the Treasurer to ensure donor records are kept up to date and ensure that PBI Australia fulfils specific and timely reporting to funding partners as required;
5. Liaise monthly with Organising Committee via the national e-group to ensure the fundraising plan reflects the objectives and to track progress and revise plan as required;
6. Contribute to the broader objectives of PBI Australia, including monthly meetings, strategy and the development of communications strategies;
7. Participate in a review of the position each 3 months, in order to focus the strategy appropriately.

KEY SELECTION CRITERIA

To perform this role to the required level, you will have the following skills and characteristics:

- Experience in grant writing, attracting funding, marketing, sponsorship, or a fundraising capacity;
- A high level of interpersonal (people) skills;
- Excellent written skills;
- Clear and concise verbal communication and promotion/ presentation skills;
- Ability to present to a range of different audiences;
- Excellent computer skills including use of Microsoft Office, and proven experience in managing contact lists and databases;
- Ability to inspire and lead group efforts, believing in the power to effect social change;
- Ability to relate to a wide range of people with varying social background;
- Be self motivated and able to work independently and often alone;
- Ability to work with others in a consensus decision making structure;

- Initiative in seeking out opportunities with an outcome focus;
- Good time management skills and ability to set appropriate and accurate priorities and meet required deadlines;
- Demonstrated ability to exercise sound judgement and excellent consultation and negotiation skills;
- A strong commitment to human rights protection and social change.

DESIRABLE

- Understanding of PBI's objectives, protocols and procedures;
- Experience in consensus based decision making and collective operation;
- Major Donor experience, particularly in the humanitarian international development sector.

CONDITIONS

Location: PBI Australia Office – Melbourne.

Status: Two days per week – Contract part time for twelve months subject to 3 month review

OR

Full-time comprising 2 days as Fundraising Coordinator with PBI and 3 days as Environmental Officer at the Cambridge International College.

Salary: \$45,000:00 pro rata

Responsible to: PBI Australia Organising Committee via the designated representative and monthly meetings as per Roles and Responsibilities.

APPLICATIONS

Applications should include:

- Your written response to Selection Criteria as per above
- Curriculum Vitae
- Three Referees

Applications to be submitted, clearly marked 'Fundraising Coordinator Application' and directed to:

PBI Australia
PO Box 2172 MDC
Fitzroy Victoria 3065

Or emailed to pbiaustralia@peacebrigades.org

Applications Close 4.30pm, Friday 17 October 2008.

ENQUIRIES

Should be directed to Crina Virgona on 0430 589 696 / (03) 9482 1215.