

# Position Description

## Fundraising Volunteer



Anxiety Disorders Association of Victoria, Inc.

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*February 2017*

**Job Title:** Fundraising Volunteer

**Reports to:** Managing Director

**Working Hours:** 6 hours per week

**Term:** Voluntary with a commitment of 12 months

**Work days:** Flexible

**Location:** Kew, Victoria.

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### **Position Summary:**

To undertake a project to develop ADAVIC's fundraising program including the planning and administration of regular funding activities, donations, and special events.

### **Purpose of the role:**

As a not-for-profit organisation ADAVIC relies on continuous and persistent fundraising to provide our community- focused services.

The main purpose of the role is to help formalize and improve the fundraising and donations program to ensure successful income streams that are efficient to administer and are consistent with our values.

The role will assist in the structured development of the planning, management and administration of special events (e.g., trivia nights, BBQ fundraisers, corporate sponsorships), and will create or improve administration procedures relating to regular, passive income activities and donations. Additionally, ADAVIC wishes to work towards long term relationship management and sponsorship opportunity development for ongoing financial support and this role will assist in these endeavours.

The role will have some responsibility for coordinating volunteers relating to fundraising and events.

### **Main duties and responsibilities**

- Develop the fundraising program via:
  - Coordination and planning of fundraising campaigns, including special events and passive income
  - Coordination of the donation strategy
  - Researching new opportunities, liaising with potential corporate sponsors and relationship management

- Administration of fundraising activities including tracking progress of goals and outcomes
- Some coordination of fundraising and events volunteers
- General administration such as event material preparation, document creation; filing; processing of mail and email, etc. as it relates to fundraising

#### **Skills & Experience required**

- Well-organised
- Ability to manage workload and competing tasks to meet deadlines
- Able to use judgment and act on own initiative
- Improvement-oriented
- Experience with fundraising, PR, marketing or event management is beneficial
- Prior experience in grant and proposal writing and submission would be advantageous

#### **About ADAVIC**

Anxiety Disorders Association of Victoria is a not-for-profit, self-funded organisation. We provide support, information and resources to individuals suffering from or affected by anxiety, depression, and related issues.

Our unique grass-roots service bridges the gap between the individual, the local community, and health professionals. Our practical services have a positive effect on our client's lives through:

- reassuring people that they are not alone in their distress and that assistance is available
- providing information and resources to assist in a wide-range of self-help solutions; from information packs, books, CDs, and online services through to lectures, courses and workshops
- encouraging people to overcome their fears and sense of isolation by participating in support groups and attending social events
- promoting professional help; through running workshops, providing an online directory of therapists, and phone referrals to health professionals
- helping all of those affected by anxiety and depression issues, including sufferers, carers, parents, family and friends
- raising awareness and de-stigmatising anxiety and depression in the general community
- offering information and services to help equip health professionals

**Please submit your resume and a cover letter outlining your interest to [adavic@adavic.org.au](mailto:adavic@adavic.org.au)**