



The voice for the environment since 1955

Position Title	Fundraising Officer
Location	Nature Conservation Council of NSW, 2/301 Kent Street, Sydney
Position Title of Supervisor	Executive Director
Hours	38 (1.0 FTE, although 0.8 or 0.9 FTE will be considered)
Contract period	Permanent
Total annual salary	\$45,000 pa plus superannuation
Date position description approved	18 June 2009

In this key position you will deliver the Nature Conservation Council of NSW's (NCC) fundraising activities to help grow our organisation and secure a healthy future for our environment.

Organisational Context

As the State's peak environment group since 1955, the Nature Conservation Council of NSW (NCC) works closely with its 120 member groups and local communities, government and business to ensure a positive future for our environment. The NCC has built a sound reputation for its innovative environmental education projects, conferences, publications and awareness campaigns. The organisation also advises key decision-makers at a local, state and national level.

Scope of the Position

The Nature Conservation Council of NSW offers a dynamic and fast-paced work environment, with a great team of dedicated and passionate staff all working together for a more sustainable future. In recent years there has been an increase in demand for our environmental education work and innovative programs with communities across the State, as well as an increasing need for high-profile public awareness campaigns on critical environmental issues such as climate change and biodiversity protection. As such, a fundraising position has been created to implement the organisation's fundraising plan to achieve our goals.

Key Responsibilities

- Build, deliver and evaluate NCC's donor program including regular giving, bequests, appeals and major donors
- Work with key staff to increase NCC's supporter base and raise funds through our campaigns and programs
- Coordinate fundraising activities with our marketing and communications activities
- Work with relevant staff to ensure the fundraising potential of our events are maximised

- Work closely with the Executive Director to ensure campaign and project staff submit funding applications on an ongoing basis which are timely, strategic and align with our strategic plan
- Work with the Officer Manager to upgrade and manage our fundraising database and ensure NCC meets all legal requirements to fundraise in NSW
- Be the first point of contact for donors and build relationships with donors to maximise giving

Measures

- Successful fundraising activities, meeting budget and income
- Increased number and diversity of financial supporters
- Effective relationship with major donors and philanthropic foundations

Reporting

The Fundraising Officer reports to the Executive Director and receives strategic advice on all aspects of the fundraising strategy from the NCC's fundraising expert consultant.

Key Selection Criteria

Essential

- Experience in fundraising, marketing and/or communications
- Confidence to build donor and/or client relationships with an ability to relate to people from a diverse range of backgrounds and age groups
- Excellent written and verbal communication skills
- Understanding of donor management database and processing requirements including good analytical skills to segment donors, track results, etc
- Excellent time management, project management and organisational skills
- Ability to work autonomously and as part of a team
- Desire to work in the non-profit sector
- Enthusiasm for protecting our environment and a commitment to achieving change

Desirable

- Experience in the design and delivery of direct mail appeals, acquisition programs and or telephone fundraising programs
- Experience with writing funding applications and/or working with trusts and foundations

Applications to:

Executive Director
 Nature Conservation Council of NSW
 Level 2, 301 Kent Street
 SYDNEY NSW 2000
 Email: cfaehrmann@nccnsw.org.au

Applications must be received by **9:00am, Monday 13 July 2009**. Applications by email will be accepted. **Applications must address the selection criteria** and include a resumé and the names and contact details of at least two referees.

For further information on the position please call Cate Faehrmann on (02) 9279 2466.