



## Position Description: MASG Fundraising and Events Officer

*Note: The fundraiser role may be a paid or volunteer position (see separate PD for volunteer role).*

### About the Mount Alexander Sustainability Group (MASG):

MASG is a beacon for sustainability in the region. We lead and innovate in our operations by:

- Advocating and campaigning
- Demonstrating with our priority projects that change is possible
- Building knowledge by providing an information hub and education service
- Acting as a community catalyst and enabler
- Building strong alliances and working in partnership with like-minded bodies

We are a non-profit, membership based organisation with tax deductibility status. Our main resources are our members, staff and volunteers and their inestimable knowledge, experience and generosity in giving their time and expertise, networks and money.

Our priority focus is energy – renewable energy, clean energy and energy efficiency. MASG also supports broader sustainability activities in which members are interested, such as food production, transport and waste. Enabling activities and building community capacity is a part of this support.

MASG's commitment to community development and leadership is reflected in its non-hierarchical structure. Self-directing community-based interests groups and projects are linked and supported through a Coordinating Group (CoG) which any member may attend and be involved in decision-making. Projects and activities are initiated and developed through a Mobilising Committee. MASG staff participate actively in management through the Operations Committee. A small Committee of Management (CoM) is responsible for the accountability of MASG employment, funding and budget and strategy. All members and staff may attend all MASG meetings.

### About the Position

The fundraiser is part magician and part party organiser, part people motivator and part opportunist and fully a money spinner and aspirational millionaire!

We are seeking a special person who combines energy and canniness with a flair for building and maintaining relationships and raising money who can extend MASG's ability to source funds beyond its usual methods.

The fundraiser will focus on developing a sustainable approach to raising money that engages members where their hearts lie through events and activities that reflect MASG goals and activities, convincing philanthropics – and funders- to part with regular and generous support and facilitating

the establishment of social enterprise in MASG. This position reports to the CoG and CoM and attends the MASG Mobilising Committee.

### **The Work Responsibilities**

With the assistance of volunteers:

- Operationalise the MASG fundraising strategy
  - Coordinate fundraising activities in the strategy
  - Conduct two signature fundraising events per year through member engagement
  - Identify sources of philanthropic, grant funding and corporate sponsorship and coordinate approaches
- Support and coordinate the development of a MASG social enterprise
- Coordinate MASG policy on administrative and compliance components of grant funding

### **The Fun Responsibilities**

- Capturing and spending money to raise money
- Working in and contributing a culture of openness, creativity and sharing
- Contributing to building a sustainable organisation bringing about change Innovation.... In the exciting space of social enterprises...

### **The Expected Outcomes**

The success of fundraising pays for the position. The more money the more days available.

- The MASG fundraising strategy is delivered
- MASG events involve a wide range of members, attract new members, raise funds, and are carbon neutral
- MASG funded projects return administrative and overhead costs

### **Skill Set**

- Fundraising skills and experience
- Excellent communication skills including:
  - the ability to cold call, persuade and convince,
  - write begging letters and submissions and
  - enthuse members and supporters
- Superior organisational skills and attention to detail
- Knowledge of the ethical and professional issues associated with fundraising
- The ability to work with volunteers and to build a team

### **Personal Qualities**

- Drive and healthy obsession
- Initiative and enthusiasm
- Creativity and flair

- A greed to succeed
- Sound judgement and comfort working autonomously A low stress “can do” attitude

### **Conditions of Appointment**

**Please note that MASG has wage parity and a flat organisational structure where workers are expected to work collectively. A COM member will be nominated as the key contact point for employment and to provide direction when needed to the employee.** Note also that working to bring about change can be stressful in a small town. If needed, confidential mentoring from outside MASG can be organised.

**Hours:** 8 hours per week

**Pay rate:** **\$32.80 per hour** not including superannuation (9%) and work cover (4%) and sick leave. The pay rate is currently under review.

**Length of contract:** **12 months**