



## **Position Description: MASG Volunteer Leader for Fundraising**

### **Note: This is a volunteer position**

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

MASG is a beacon for sustainability in the region. We lead and innovate 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 interest groups, volunteer teams 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 and volunteers 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, volunteers and staff may attend all MASG meetings.

#### **About this Position:**

The fundraising leader 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 caniness with a flair for building and maintaining relationships and raising money who can extend MASG's ability to source funds beyond its usual methods. It may be someone with great drive and an interest in developing a career in this field, or someone with well established experience wishing to make a voluntary contribution to the community.

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

philanthropic – and funders- to part with regular and generous support and facilitating the establishment of social enterprise in MASG. The fundraising leader works with the mobilising Committee and the CoG.

### **The Role Responsibilities**

Together with your team of volunteers:

- Operationalising the MASG fundraising strategy
  - Coordinating fundraising activities in the strategy
  - Conducting two signature fundraising events per year through member engagement
  - Identifying sources of philanthropic, grant funding and corporate sponsorship and coordinate approaches
- Supporting and coordinating the development of a MASG social enterprise
- Maintaining a database of possible sources of grant funding
- Maintaining summary records of the status all MASG grant funding and helping the Coordinator to prepare monthly reports for the CoM

### **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 MASG fundraising strategy is delivered and MASG can afford to pay more staff
- 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
- The ability to work with volunteers, to build a team and to work in one
- Knowledge of the ethical and professional issues associated with fundraising

### **Personal Qualities**

- Drive and obsession
- Initiative and enthusiasm
- Creativity and flair
- A hunger to succeed

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

## **Terms of engagement and understanding with MASG**

**MASG is small member-led organisation that encourage and relies on the participation of its members and supporters in all aspects of its operations. Volunteers are a respected, valued and important part of its ability to achieve its goals.**

**MASG volunteers are able to participate and contribute according to their capacity within all aspects of MASG activities and are encouraged to take a leadership role of small teams. Volunteer leaders are particularly welcome to contribute to the Operations Committee and to the CoG.**

**MASG commits to providing an environment that respects the individual effort, that follows best practice in volunteer resource management and occupational health and safety and which honours and recognises achievement.**