Fundraising Assistant
Position Description

Reporting to: Fundraising Manager
Direct Reports: None
Working closely with: Communications & Fundraising team & Inspire Program teams
Status: Full Time Permanent
Salary: Competitive package & conditions to be negotiated with successful candidate

Role
The Fundraising Assistant will be responsible for achieving fundraising targets from community fundraising and corporate workplace giving partnerships. This will enable Inspire to have a greater impact on the mental health & wellbeing of young Australians.

Responsibilities
Preparation of funding pitches and proposals
• Conduct research to identify new community fundraising and corporate workplace giving opportunities
• Respond to opportunities from fundraising team, this will include conducting research, writing proposals or preparing pitches.
• Develop and deliver presentations to grow our workplace giving partners
• Write grant proposals for trusts, foundations or corporate partners.
• Participating in the delivery of funding pitches

Relationship management
• Build and grow relationships with existing partnerships providing regular contact and updates to ensure their continued pro-bono or financial support.
• Represent Inspire at supporter events, functions and sporting/golf days.

Coordination of events
• Assist in coordination of Inspire fundraising events: coordination of guest list, management of RSVPs and assistance at the event.

Donor Care
• Support Inspire Community Fundraisers with information about Inspire and its programs, mailing collateral, general phone calls, results and reporting.

Team Administration
• To work with the fundraising and communication team to find ways to embed meaningful youth involvement within the team.
• Contribute to general team administration
Selection Criteria

Essential

- Outstanding communication skills, including ability to deliver a concise message to a variety of audiences either via a presentation, informal conversation or in a written proposal.
- Excellent organisational skills including time management, ability to prioritise tasks and attention to detail.
- Demonstrates initiative to work independently and is an active contributor to the team
- Experience in customer service including ability build strong rapport with donors by understanding and responding to their needs.
- Strong IT skills including Microsoft office, particularly Excel, Word and Outlook
- Alignment to Inspire values.

Desirable

- Experience working with young people