



Opportunity title
Fundraising Coordinator
Summary
<p>Are you passionate about the environment? Do you have experience in fundraising? Do you like reading and researching? Do you enjoy learning? Do you like watching the dollars come in for your cause?</p> <p>If you have said yes to all of the above, we think there may be a spot for you on our team. No More Butts is looking for someone to put the fun in Fundraising Coordinator.</p>
Detailed description
<p>Key duties</p> <p>You will develop fundraising strategies. You will implement necessary fundraising guidelines in line with state and national laws. You will identify potential regular donors. You will grow our overall donations. You will be responsible for:</p> <ul style="list-style-type: none"> - Raising funds for our cause, including setting annual and project targets - Research potential donors to gain insight into needs, beliefs and donation habits to understand how to position our organisation to them - Assist in brainstorming and creating new methods to raise funds - Leverage technology and social media where possible to improve fundraising activities - Assist in planning and coordinating fundraising events - Help create marketing materials, to be used for the promotion of fundraising events and projects - Build upon existing donor relationships and form new donor relationships on a regular basis - Maintain financial records of donations and fundraising activities - Collaborate with other organisations and groups within the community to build partnerships and enhance fundraising activities <p>Skills and experience</p> <p>With the focus on raising funds for the organisation, any of the following skills would be highly regarded:</p> <ul style="list-style-type: none"> - Previous fundraising experience, from campaigns, to events to sourcing donations - An understanding or ability to learn the applicable state laws - Writing skills, including the use of correct grammar and expression - Process improvement and coordination - Interpersonal and communications skills with the ability to engage with colleagues both internally and externally, and with people from diverse backgrounds - Deadline-oriented with time management and task prioritisation skills - Problem solving skills with an ability to work autonomously, but as an effective team member to achieve the organisations goals - Knowledge of the environment and/or waste and recycling sector <p>About No More Butts</p> <p>No More Butts is taking action on the single biggest contributor to litter in Australia and around the world - cigarette butts. Made from cellulose acetate, cigarette butts are not biodegradable and leach harsh chemicals into the natural environment. It has been reported to take 15 years for a cigarette butt to break down in seawater, causing damage to marine life and has the ability to enter the food chain as a microplastic. Cigarettes are also considered to be a major contributor towards fires.</p> <p>Based in Queensland, Australia, No More Butts is a registered charity with the Australian Charities and Not-for Profits Commission. It holds a Deductible Gift Recipient status, having been entered onto the Register of Environmental Organisations in 2020.</p> <p>Our vision is a Butt Free Environment. We have a serious cause, BUTT, we do like to be a bit cheeky.</p>



Volunteering

As a volunteer with No More Butts, you will be contributing your valuable time to an incredible cause. By volunteering with us, you will help build awareness and create solutions to protect our natural environment by assisting in the reduction of cigarette butt litter.

Your application

If your background and passion suit our purpose and culture, we'd love you to apply. We will review and reply to all applicants, whether successful or not. Successful applicants would require a video interview, where you will be asked some questions and asked to showcase your previous experience relating to your application, such as social pages, press releases, grant submissions, database management.

Training provided

Whilst no formal training is planned, you will be volunteering with other people who have a variety of experience who would be willing to provide mentoring to the successful applicant.

Reimbursement provided

Expenses relating directly to your volunteer position that are pre-approved by the Board will be reimbursed.

Time required

As an ongoing commitment, we'd prefer a minimum of 8 hours a week, at your own schedule, It is likely that additional hours would be required initially as we finalise the set-up of operations and responsibilities.

As a volunteer, we understand that you may have other commitments and we are open for flexible arrangements.

If you have more time to give, we will gladly take it, especially if you have experience in other areas, such communications, grant writing, fundraising etc.

Whilst we have listed this as a 'Regular – more than 6 months' opportunity, this could be extended. We know things may change, but preference will be given to those who believe they can commit to 6 months initially, so we can build a strong team and consistent messaging.