POSITION DESCRIPTION

Role Title	Fundraising Coordinator
Reports to	Fundraising Manager – Community & Individual Giving
Roles reporting into this role	N/a
Award and Classification	Social, Community, Home Care and Disability Services Industry Award 2010, Social and Community Services Employee Level 3
Purpose of the Role	The Fundraising Coordinator's main role is to provide support to the Fundraising Manager - Community & Individual Giving (Fundraising Manager) and support the activities of the broader Fundraising team. They will be part of the Communications & Engagement team, working with this team and others to contribute to the development and successful implementation of Butterfly's annual fundraising strategy to meet fundraising targets with a particular focus on community fundraising, events and individual giving. This role will primarily focus on Butterfly's supporter database eTapestry and will be responsible for processing and receipting donations, reconciliation and reporting. It will also support all fundraising activities managed by the Fundraising Manager and assist with the implementation of Butterfly's annual fundraising and awareness campaigns, Workplace Giving and Regular Giving programs.
Accountabilities and Responsibilities	eTapestry Administration • Responsible for the administration of eTapestry – Butterfly's donor and supporter CRM database. • Maintain accurate donor records and information in the Butterfly database, ensuring quality and integrity of data, including creating new donor records and updating existing donor records when required. • Process donations and prepare/issue tax receipts in a timely manner. • Work with the Accounts team to reconcile bank statements on a weekly basis. • Provide donation reports when required for meetings or for other members of the Butterfly team. • Ensure all donor records are kept updated and accurate. • Work closely with the Supporter Journey Manager to implement initiatives that improve the experience of Butterfly donors. Community Fundraising and Event Support • Work closely with the Fundraising Manager to support all community fundraising activities. This will include but is not limited to liaising with fundraisers and community partners, preparing collateral to support their endeavours, and administering all necessary paperwork including authorities to fundraise, approvals for logo usage etc. • Maintain and develop on-going relationships with corporates, community groups and partners. • Assist in the implementation of initiatives to thank and recognise fundraisers and donors. • Support the Fundraising Manager in the management of all Butterfly events. Direct Marketing, Campaigns, Workplace and Regular Giving Support

	• Support the Fundraising Manger in the delivery of all direct marketing appeals including the preparation and segmentation of donor data from eTapestry when required. • Assist the Fundraising Manger and the broader Communications & Engagement team with the implementation of all annual fundraising and awareness campaigns. • Manage all administration associated with Workplace Giving and some aspects of Regular Giving donations. • Support the Fundraising Manger with the development and implementation of our new Regular Giving acquisition project, working with an external agency, and manage our regular giving donor journeys further to converting. • Develop of eDM communications in eTapestry for campaigns, appeals and newsletters to be sent to Butterfly's donor/supporter database.
Selection Criteria	Essential • At least two years' experience in administration. • Strong skills in CRM database administration as well as MS Office, Excel and PowerPoint. • Strong organisational skills and attention to detail. • Ability to grasp new concepts quickly, problem-solve and multi-task in a fast-paced work environment. • Financially competent with ability to understand a basic budget. • Self-motivated and professional, with ability to achieve outcomes with a busy workload. • Ability to work effectively as part of a team. Desirable • Experience with eTapestry database. • Experience in a similar not-for-profit or charitable NGO environment. • Experience working in the mental health or health sector. • Experience working with diverse groups and communities for broad representation • Understanding of best practice communication in the reporting and portrayal of eating disorders.
Other requirements	At all times: • Conduct yourself in a professional manner. • Have exceptional interpersonal relationship skills and a positive attitude • Strive to act in accordance with the vision, mission and objectives of Butterfly and to do all possible to assist Butterfly in achieving its aims. • Follow Butterfly's policies and procedures. • Follow/participate in occupational health and safety measures. • Act considerately around the workplace and have regard for the well-being of fellow staff, volunteers and our service users. • It is a requirement of all positions at Butterfly that the person has a Working With Children Check clearance (pass) and Police check. • All staff should be aware of and actively uphold the Butterfly values

BUTTERFLY

Overview	Butterfly Foundation (Butterfly) is Australia's national charity for eating disorders and body image issues, providing a voice for those affected and the people who care for them. Eating disorders

	are severe and complex mental illnesses with physical complications, and the medical, psychological, physical and social consequences can be long term and for many, life threatening.
Vision	All people in Australia can live free of eating disorders and negative body image.
Mission	We work to prevent eating disorders and body image issues from occurring, to ensure that the best possible treatments are available, and that appropriate care and support is there for those affected. See our website for our Strategic Plan 2021-2024
Goals	Reduce Stigma and increase help-seeking; • Listen to, amplify, and advocate for the voice of lived experience. • Increase public awareness and understanding. • Grow our digital presence. Work to prevent eating disorders from developing; • Deliver accessible evidence-based information and support. • Deliver and expand whole of school (5-18 years) based education. • Collaborate on innovative service offerings in universal prevention and early intervention. Improve treatment and support; • Establish evidence for residential treatment as a component of the eating disorder system of care in Australia. • Implement and evaluate programs and services which address gaps in care. • Assess gaps in the system of care and advocate for change to address them.

Butterfly acknowledges Aboriginal and Torres Strait Islander people as Australia's first people and traditional custodians.

Butterfly is committed to embracing diversity and welcomes all people irrespective of body shape and size, ethnicity, faith, age, sexual orientation and gender identity. More information about our commitment to reconciliation, diversity and inclusion is available here: https://butteffly.org.au/who-we-are/reconciliation-inclusion/.