

Gondwana Rainforest Trust

Position Description

Job Title	Face to Face Fundraiser
Status of Employment	Permanent part-time contract. The nature of the position requires a flexible working schedule (min 12 hours per week).
Commencement Date:	November 2023
Normal Working Hours:	Between the hours of 7am - 7pm Monday to Sunday, unless otherwise agreed
Based at:	Suite 4, 81-83 Burringbar St, Mullumbimby (or other location by agreement)
Responsible to	The Face to Face Coordinator
Reports to	The Face to Face Coordinator
Primary Purpose	The purpose of the position is to help develop and grow the donor base of Gondwana Rainforest Trust and to help ensure the ongoing sustainability and growth of the organisation as part of the fundraising team.

The Organisation

Gondwana Rainforest Trust is protecting and restoring rainforests for wildlife, climate, people, and the planet. Our Rainforest Rangers program provides opportunities to contribute to our successful land purchase and protection, and rainforest restoration programs. Gondwana Rainforest Trust has significant growth plans at the forefront of their strategy. The Gondwana Rainforest Trust is a Company Limited by Guarantee and we are registered with the Australian Charities and Not-for-profits Commission.

The Role

Reporting to the Face to Face Coordinator and the Face to Face Team Leader this role is responsible for developing and enhancing relationships with members of the public with the goal of recruiting high quality long term donors to the Recurring Monthly Gift Program.

Working Relationships

Position's Direct Reports:	Other Key Relationships:
<ul style="list-style-type: none"> ● Face to Face Coordinator ● Face to Face Team Leader 	<ul style="list-style-type: none"> ● General Manager ● Operations Manager

Delegations

Overall Responsibilities	Financial Delegations	KPI's
<ul style="list-style-type: none"> The Face to Face Fundraiser is delegated to represent the Gondwana Rainforest Trust as an Agent of the organisation with regard to matters relating to face to face fundraising 	<ul style="list-style-type: none"> Activating Recurring Monthly donations on the nationbuilder database 	<ul style="list-style-type: none"> Above average recruitment rate

Key Areas of Responsibility

Focus Areas	Key Tasks	High performing behaviours	KPI's
Face to Face Fundraising (95% of role)	<ul style="list-style-type: none"> Positivity engaging members of the public in conversation around Gondwana Rainforest Trust projects Cooperate with and take instruction from the Face to Face Team Leader and Fundraising Manager to implement stated goals Report and update the team leader on general performance 	<ul style="list-style-type: none"> Positive, constructive problem solving approach Collaborative approach Taking instruction when required Strong, positive communication Motivated approach to work 	<ul style="list-style-type: none"> Goals regularly met and surpassed Good donor feedback Competent data pad use Accurate data entry
Other duties as directed (5% of role)	<ul style="list-style-type: none"> Kit Distribution and storage 	<ul style="list-style-type: none"> Being collaborative with Face to Face Team Leader with kit distribution and management 	<ul style="list-style-type: none"> Meeting agreed KPIs

Key Skills & Experience & Qualifications	Essential	Desirable
Ability to build strong relationships.	✓	
Team first mind-set.	✓	
Tertiary qualifications or experience in a related discipline with fundraising, marketing, business development and / or events management.		✓
Excellent organisation and prioritisation skills.	✓	
Several years' experience in a fundraising role for a small to medium to sized NFP >5,000 annual donors.		✓
Continuously encourages new ways of looking at established processes and practices, stimulates brainstorming, unrestrained thinking, innovative ideas and use of creative methods.		✓
Experience in, and understanding of, fundraising for not for profit organisations, ideally in the conservation sector.	✓	
High level interpersonal, written and oral communication skills, including the ability to relate to people of various levels and cultures.	✓	
Comply with any direction or instruction aimed at ensuring occupational health, safety and welfare.	✓	
Use safe operating procedures to maintain healthy and safe working conditions and to avoid adverse effects on the health and safety of other staff, volunteers and visitors.	✓	
Understanding of non-profit organisational culture.	✓	

Knowledge of and empathy for rainforest conservation issues.	✓	
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