



## **POSITION DESCRIPTION**

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**One Girl is looking for a Fundraising  
Coordinator. Is it you?**

**ONE GIRL**

## FUNDRAISING COORDINATOR

One Girl is on the hunt for a Fundraising Coordinator to support our dynamic and energetic fundraising team! Our dream candidate is someone who has administrative savvy, warm people skills and a passion for girls' education. The new Fundraising Coordinator will work closely with all members of the fundraising team to help us grow our campaigns, to keep our systems and processes running like clockwork, and to make sure the One Girl community feel the love!

As the first point of contact for our supporters on phone and email, the Fundraising Coordinator will be the friendly and professional frontline for One Girl; assisting with queries, donations, and making sure transactions and donations are recorded. Communication and interpersonal skills are a must, as well as the ability to authentically communicate with our community all about our girl-focused programs in Sierra Leone and Uganda.

We're looking for a skilled administrator who's highly organised and confident with software, systems and technology – as well as someone with an eye for finding ways to improve how we work.

This is a rare opportunity to join our young, fast-growing organisation and the Fundraising Coordinator will have a chance to work across a diverse range of fundraising and communication campaigns. We need someone who blends organisational skill and a creative mindset, since we're constantly looking for new and innovative ways to inform, engage, and delight our One Girl community. We want someone who isn't afraid to think big or bring fresh ideas to the table – and is ready to roll up their sleeves to make it happen.





## RESPONSIBILITIES

- The Fundraising Coordinator will be the first point of contact for the One Girl community and for members of the public who want to know more about us.
- Assist with all queries, donations, transactions and feedback.
- Lead data management within the Fundraising team to make sure our systems, processes, and procedures are well maintained and organised.
- Support the communication to all of our current and prospective donors to make sure their queries are resolved as soon as possible, that they're thanked for their support, and that they feel the love from One Girl.
- Monitor donations, orders, and other transactions to make sure data is recorded accurately.
- Continually review and improve fundraising administrative processes – get creative and find ways to maximise the efficiency of our fundraising operations.
- Take the lead on special projects and activities within the fundraising team.

At One Girl, we believe that *every girl* on the planet *has the right to an education.*

No matter where she is born, how much her family earns, what religion she adheres to or what her culture says, *every girl deserves the opportunity to learn, grow, and be the best she can be.*

We're on a huge mission to change the world, one girl at a time.

We know *we can't do it* alone – and that's why *we need you!*

**ONE GIRL**



## YOUR VALUES AND COMPETENCIES

### **You're willing to learn.**

You know you won't have all the knowledge, skills, and experience required on day one. And you're okay with that because you're willing to learn. You love up-skilling and the prospect of learning on the job isn't scary, it's energising.

### **You're a great communicator.**

You love engaging with people from all ages and all walks of life. It doesn't matter whether you're communicating verbally or in writing, your fantastic communication skills mean everyone knows exactly what you're talking about.

### **You've got initiative.**

You get that things move fast and you're not fazed by that. You anticipate needs and can identify gaps that need addressing. You don't wait for someone to tell you to do a task – you just get it done. You are a positive person who lifts people up.

### **You're a creative thinker.**

You think outside of the box and aren't afraid to present ideas, solutions and new concepts that will help One Girl grow and enable more girls to access education.

### **You're a juggler.**

You're able to juggle multiple tasks, areas of focus, and competing priorities with ease. You're cool, calm and collected in the face of deadlines, and you can produce quality work even when under the pump.

## EXPERIENCE AND QUALIFICATIONS

1. A minimum of two years experience in an administrative role that covers finance, admin, correspondence and/or data entry.
2. High level of computer literacy, including Microsoft Office suite.
3. Experience with Salesforce and other marketing or fundraising platforms is highly desirable.
4. Professional writing skills and exceptional attention to detail.
5. A friendly, confident phone manner.
6. Experience working for a not-for-profit organisation (in a paid or voluntary capacity) will be well regarded, as will experience in fundraising.

## TIME COMMITMENT AND SALARY

This is a part-time paid position, four days a week based in Melbourne. Consideration may be given to applicants requesting other hours; please specify this in your cover letter.

The salary for this position is \$41,067 for four days per week.



## IS THIS THE PERFECT ROLE FOR YOU?

If you're our dream candidate, please submit your application form along with your Cover Letter and CV at: [www.onegirl.org.au/careers](http://www.onegirl.org.au/careers)

In your Cover Letter, tell us why you'd be the perfect Fundraising Coordinator for One Girl, and how your experience and values align with those outlined in this position description.

Applications close 20 January 2019.

**We can't wait to hear from you!**



All Photos: Olivia Acland/One Girl