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| **JOB DESCRIPTION** |
| **POSITION DETAILS** |
| **Position Title:** **Communications and Fundraising Coordinator** | **Award:** Social Community, Home Care and Disability Services Award 2010 | **Classification:** SCHADS Award Level 5 Paypoint 1-3 |
| **REPORTING REALTIONSHIPS** |
| **Responsible to:** Development Manager; CEO |
| **Other Positions Reporting to this Position:** Contract staff employed for social media and event support from time to time as required. |
| **PURPOSE** |
| Starick is an innovative, client focused organisation working across the continuum of prevention, early intervention, crisis intervention, re-establishment and recovery to address the impacts of Family and Domestic Violence (FDV) and to create safer communities. Starick is based in the eastern metropolitan corridor of Perth and provides crisis accommodation, outreach services, counselling, specialist children’s services, and supported transitional housing to women and children who are victim survivors of Family and Domestic Violence (FDV). We also provide respectful relationships programs and community education to the community, including schools, sport and recreation clubs, service organisations and businesses. Starick’s operating frameworks are: * Family and domestic violence informed
* Safe and Together
* Trauma informed
* Response based
* Strengths based
* Culturally sensitive
* Client focused

Starick is committed to ensuring a child safe environment and work practices.Starick is a not-for profit organisation and receives government funding for the majority of its core services. Private and corporate philanthropy and general fundraising supplements these services and enables is to provide specialist programs and supports.  |
| Starick undertakes Marketing and Communications activities to:* Promote our services
* Secure sponsorship and donations
* Raise community awareness about family and domestic violence and its impacts
* Raise awareness of Starick’s role in the FDV sector

The Communications and Fundraising Coordinator has a key role in driving the communications and fundraising activities and events of Starick to assist in delivering the organisations goals as set out in its Strategic Plan. The role has a focus on external communications for Starick programs and events, and donor acquisition and stewardship. The position is part of the leadership team of Starick and participates in organisational meetings and working groups.  |
| **DUTIES AND RESPONSIBILITIES** |
| **Communications and Marketing:*** Developing a communications and marketing plan for Starick which addresses our key audiences/stakeholders
* Managing and developing engaging social media and online content.
* General communications support including branding, collateral, promotion and publicity.
* Preparation and distribution of the quarterly Friends of Starick Newsletter, and event and fundraising communications.
* Providing communications advice and support to Starick’s leadership team and staff engaged in promotional activities.
* Creating, developing, and delivering online awareness and fundraising campaigns.
* Drafting and distributing Starick donor and media communications.
* Providing secretariat support and reporting on fundraising and communications outcomes to the bi-monthly Marketing and Fundraising Sub-Committee meetings.

**Fundraising:** * Assisting with the development of fundraising strategies.
* Coordination of annual fundraising events, appeals, and activities.
* Assist sourcing sponsorship for annual events.
* Work closely with the CEO, Development Manager and other Starick staff with donor stewardship
* Updating the grant wish list, and researching, writing and assisting with grant applications.
* Liaising with community donors regarding Starick content and collateral for fundraisers.
* Coordination of community donor loyalty and appreciation programs.
* Maintaining Starick’s CRM for donor and prospect communications.

**Administration:** * Manage the workload and priorities of staff reporting to this position.
* Oversight of the data base for all contact and fundraising information and records
* Oversee management of event invitation and responses
* Other duties as required
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| **SELECTION CRITERIA** |
| **Essential**1. Relevant Tertiary qualification or equivalent experience in marketing, public relations, or communication fields.
2. Demonstrated experience in implementing fundraising and communications strategies.
3. Excellent written and verbal communication skills, including grant writing and reporting.
4. Excellent organisational skills, including the ability to multi-task and coordinate a number of communication and fundraising deliverables within tight timeframes.
5. Ability to work independently and as part of a team.
6. Ability to develop personal and corporate relationships with internal and external stakeholders.
7. Proficient with IT applications, including SharePoint, Outlook, Word, Excel, PowerPoint, WordPress, and Canva or Adobe Spark.
8. Proficient in social media platforms including Facebook, Instagram, Twitter and other current mediums.

**Desirable**1. Previous marketing experience withing a not-for-profit organisation.
2. Previous experience in managing staff
3. Previous experience with website platform WordPress and design platform Canva.
4. Demonstrated events management experience.
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| **REQUIREMENTS** |
| * Current Class C driver’s licence.
* National Police Certificate.
* WA Working with Children Check.
* Evidence of ‘Right to Work’ in Australia.
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| **CERTIFICATION** |
| The details contained in this document are an accurate statement of the responsibilities, competencies and other requirements of the position. Leanne BarronCHIEF EXECUTIVE OFFICER SIGNATURE:  Date:  |
| As position holder I have noted the statement of the responsibilities, competencies and other requirements as detailed in this document.POSITION HOLDER NAME:SIGNATURE: Date |