



ShootingStars

COMMUNITY INVESTMENT COORDINATOR

Employer	Glass Jar Australia (GJA)
Position Title	Community Investment Coordinator
Reports to	Head of Partnerships and Philanthropy
Department	Shooting Stars
Office Location	State Netball Centre, 200 Selby Street, Jolimont
Organisational Overview	<p>GJA delivers the Shooting Stars Program across rural and remote communities in Western Australia (WA).</p> <p>Shooting Stars is an initiative of Netball WA (NWA) and GJA, which uses netball and other engagement strategies as vehicles to encourage greater engagement and attendance at school of young Aboriginal and Torres Strait Islander (ATSI) girls living in WA's remote communities and regional towns.</p>
Position Overview	<p>Reporting to the Head of Partnerships and Philanthropy, the Community Investment Coordinator will support the philanthropic objectives of Glass Jar Australia against a platform of continual enhancement and performance to achieve the organisations strategic goals.</p> <p>Success for the position will be demonstrated through the achievement of key fundraising KPIs and outcomes, driven through an integrated approach to the current shared services infrastructure.</p> <p>The role will also support the achievement of Glass Jar Australia through corporate, state and federal government funding as well as develop and manage the day to day operations of a multifaceted strategic fundraising program.</p> <p>A close working relationship will exist with corporate, government and philanthropic communities and contractors, affiliated bodies including Netball WA's Member Regions, Associations and Clubs.</p>

Proudly affiliated with

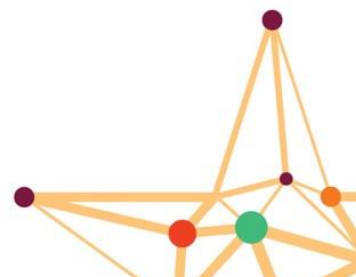


200 Selby Street JOLIMONT 6014
PO Box 930 SUBIACO 6904

Tel: (08) 9380 3700 Fax: (08) 9380 3799 Email: info@netballwa.com.au

www.shootingstars.com.au

Shooting Stars is proudly supported by the Australian Government.





ShootingStars

<p>Core Responsibilities</p>	<ul style="list-style-type: none"> • Promote the purpose, values and behaviours of the Shooting Stars program, Glass Jar Australia, advocating the organisational delivery in service excellence; • Submit complex grant applications, often requiring a suite of supporting documents to meet annual income targets; • Enhance the long-term sustainability of the Shooting Stars program through securing new support via the rollout of a corporate and community fundraising strategic plan; • Leverage existing corporate community partners to create corporate fundraising opportunities; • Develop and drive annual fundraising campaigns across the Netball WA wider organisation, inclusive of direct mail, and sporting events; • Work closely with relevant stakeholders including existing and prospective corporate partners and Government agencies including, but not limited to Department of Prime Minister and Cabinet, the Department of Local Government, Sport and Cultural Industries and Lotterywest.
<p>Core Duties</p>	<ul style="list-style-type: none"> • Develop and maintain a highly professional and values-based approach to the management of key relationships of current and prospective donors; • Manage and report on key achievements relevant to the Shooting Stars program fundraising targets; • Work with the Partnerships Manager to manage and meet all contracted deliverables with current community partners, providing leveraging opportunities wherever possible; • Collaborate with internal departments and staff to deliver key fundraising outcomes for all related event activity; • Drive content updates across the program; online and through printed and e-collateral; • Manage all grant acquittals and maintain a healthy grants and corporate fundraising pipeline;

Proudly affiliated with

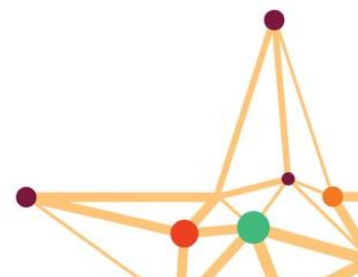


200 Selby Street JOLIMONT 6014
PO Box 930 SUBIACO 6904

Tel: (08) 9380 3700 Fax: (08) 9380 3799 Email: info@netballwa.com.au

www.shootingstars.com.au

Shooting Stars is proudly supported by the Australian Government.





ShootingStars

	<ul style="list-style-type: none"> • Use relevant database tools to maintain contacts and monitor and evaluate impact of fundraising campaigns; • Create Everyday Hero fundraising campaigns in conjunction with the Head of Partnerships and Philanthropy and Communications team; • Prepare relevant Everyday Hero and Partnership reports and conduct presentations as required; • Attend meetings and represent Glass Jar Australia on various fundraising and networking events and liaise with other organisations and individuals on matters as required; • Any other duties within the Employees capabilities and which is reasonable to expect the Employee to undertake as directed by the Head of Partnerships & Philanthropy from time to time.
<p>Criteria</p>	<p>Essential</p> <ul style="list-style-type: none"> • Exceptional communication (written and verbal) and relationship building skills; • At least 3 years of demonstrable knowledge and successful experience donor management and community fundraising for non-profit organisations; • Proficient in the use of Everyday Hero and the HEROIX platform; • Proven ability to translate data and disseminate key project areas to a wide and diverse audience; • Experience in implementing a community fundraising strategy and segmenting data to leverage fundraising income; • Demonstrated ability to achieve results and KPI's specifically to driving new income leads and building a prospect pipeline for a not-for-profit organisation; • Willingness to learn, and to be flexible and responsive to new opportunities and philanthropic leads; • Proven relationships with and an appreciation of local and national philanthropic communities;

Proudly affiliated with

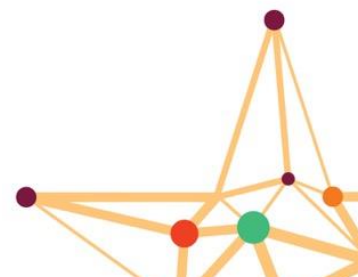


200 Selby Street JOLIMONT 6014
PO Box 930 SUBIACO 6904

Tel: (08) 9380 3700 Fax: (08) 9380 3799 Email: info@netballwa.com.au

www.shootingstars.com.au

Shooting Stars is proudly supported by the Australian Government.





ShootingStars

	<ul style="list-style-type: none"> • Experience in the servicing of donors across a broad range of income sources; • Strong time management, presentation skills and the ability to meet deadlines and prioritise tasks; • Excellent computer skills and information technology literacy with a range of software applications; • Experience of managing volunteers and working as part of a wider business development team; • Preparedness to be flexible in respect to work hours and intrastate travel; • A current "C" class WA driver's license; • Working with Children Check; • National Police Clearance (NPC) accepted 6 months from the issue date. Note: (NPC is to be renewed annually)
Glass Jar's Purpose	<p>Purpose</p> <ul style="list-style-type: none"> ❖ Provide support to Aboriginal communities across Australia via programs that drive social change, leading to sustainable communities; ❖ Promote purposeful and healthy lifestyle amongst Aboriginal communities through localized collaboration; ❖ Facilitate the provision of local support to Aboriginal youth; and ❖ Encourage spiritual, emotional & physical engagement
Key Interactions	<ul style="list-style-type: none"> • GJA Executive Officer • Head of Partnerships & Philanthropy • Partnerships Manager • Other Stakeholders as required
Hours of work	<p>This role is a full-time maximum term (2 years with possible extension), working 37.5 hours per week. The nature of this position requires some out of hours and weekend work.</p>

Proudly affiliated with

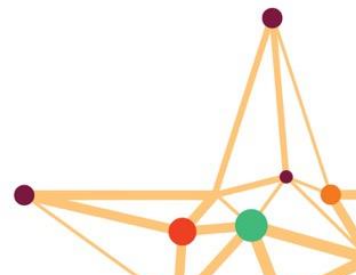


200 Selby Street JOLIMONT 6014
PO Box 930 SUBIACO 6904

Tel: (08) 9380 3700 Fax: (08) 9380 3799 Email: info@netballwa.com.au

www.shootingstars.com.au

Shooting Stars is proudly supported by the Australian Government.





ShootingStars

Salary/Benefits	<p>A salary package of \$60,000 per annum plus superannuation will be negotiated with the successful applicant dependent on level of experience.</p> <p>Glass Jar Australia offers a range of benefits to our staff that include: Salary Sacrifice options via CBB, mobile phone plan cost reimbursement, five (5weeks) annual leave, A bonus of \$5,000 (excl. of Super) is payable upon exceeding a \$250,000 income target, each calendar year, site visit to Kimberley, access to Professional Development opportunities, Employee Wellness & Assistant Program.</p>
How to Apply	<p>Applicants are asked to forward a current resume and a cover letter outlining relevant experience and skills which address the competency areas via e-mail to:</p> <p style="text-align: center;">Srijana Baisyet, HR Coordinator, Netball WA hr@netballwa.com.au</p> <p>Aboriginal and Torres Strait Islander people are encouraged to apply.</p>
When do applications close?	Applications close at 5.00pm (AWST) on Friday 04th January 2019
Who do I contact if I have an enquiry?	In confidence to Lacie Riseborough , Head of Partnerships & Philanthropy via e-mail at lacie.riseborough@netballwa.com.au or call 041 099 1983

Proudly affiliated with



200 Selby Street JOLIMONT 6014
PO Box 930 SUBIACO 6904

Tel: (08) 9380 3700 Fax: (08) 9380 3799 Email: info@netballwa.com.au

www.shootingstars.com.au

Shooting Stars is proudly supported by the Australian Government.

