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Lillian Howell Project Inc (Lillian's)

Position Description: Volunteer – Donor Relationships

Charity fundraisers encourage people and organisations to donate money to good causes.

Charities and not-for-profit organisations such as Lillian's, rely on donations and funding, and they employ fundraisers to help keep these coming in.

Fundraising duties at Lillian's include:

- approaching businesses, local authorities and individuals to encourage donations.
- organising and helping with fundraising activities such as sponsored or promotional events.
- sourcing donations for raffle and silent auctions.
- recruiting volunteers and coordinating their work.
- planning donation campaigns and events, along with the communications needed to ensure they are a success.
- ensuring that donors and funders are kept informed about how their money is being used.
- using specialist software to keep records, manage donations and send communications.

Coming up with new ways to acquire funding – through events, online advertising, celebrity promotions or legacy-giving campaigns, for example – is a particularly important part of the job. At Lillian's, fundraisers manage communications and events for donors.

Charity fundraisers may need to work long or unsociable hours when events or campaign deadlines are approaching. You may also need to travel to events and to meet representatives from funding organisations.

Job Title:	Volunteer – Donor Relationships
Name of Employee:	
Reports to:	Vivian Stavis - Manager

Aspect of Role:	Key Area:	Duties / Competencies:
General Work Responsibilities:	1. Contribute to the Mission, Vision, and Values of Lillian’s	<ul style="list-style-type: none"> • Act in accordance with the values of the organisation at all times • Maintain a high standard of professional conduct when dealing with internal and external stakeholders • Contribute to the achievement of the strategic direction and goals of the organisation.
	2. Workplace Health Safety	<ul style="list-style-type: none"> • Participate in workplace health safety procedures as required and outlined in Lillian’s Policies and Procedures • Complete Incident Report Forms for all Incidents • Contribute to a safe working environment by identifying, reporting risks and managing risks whenever possible.
	3. General Fundraising Activities	<ul style="list-style-type: none"> • Approaching businesses, local authorities, and individuals to encourage donations. • Organising and helping with fundraising activities such as sponsored or promotional events. • Sourcing donations for raffle and silent auctions. • Recruiting volunteers and coordinating their work. • Planning donation campaigns and events, along with the communications needed to ensure they are a success.

		<ul style="list-style-type: none"> • Ensuring that donors and funders are kept informed about how their money is being used. • Using specialist software to keep records, manage donations and send communications. • Maintain confidentiality regarding Lillian’s and young people’s information at all times. • Undertake other tasks, duties and responsibilities as may be required time to time by Lillian’s. • At all times, dress and present in a manner that reflects the organisation’s standards and appropriate for the context. • Attend and actively participate in team meetings, professional development opportunities and other training as required by Lillian’s.
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Aspect of Role:	Key Area:	Duties / Competencies:
Working Relationships:	1. Internal Relationships:	<ul style="list-style-type: none"> • Work cooperatively to achieve a high standard of communication and collaboration with all staff, Management Committee, volunteers, and the Manager working within the organisation. • Develop and maintain a supportive work environment for all staff working within the organisation, and for all young people who are living at Lillian’s. • Share and contribute ideas, resources and skills with the broader team • Promote professionalism and professional ethics through communication, decision-making and team relations.

	2. External Relationships:	<ul style="list-style-type: none"> • Maintain high professional standards of communication, with a focus on building and maintaining relationships with external stakeholders. • Collaborate and engage with relevant external stakeholders involved in projects with whom you may be involved. • Be a positive representative of Lillian’s at all times when liaising with external stakeholders, promoting and maintaining our organisation’s reputation
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Aspect of Role:	Key Area:	Details:
Knowledge, Skills & Experience:	1. Knowledge:	<ul style="list-style-type: none"> • Interest in the development and maintenance of the fundraising strategy/plan. • Ability and willingness to follow instruction from designated staff, respond to guidance and be part of a team. • Commitment to observation of Workplace Health & Safety (WHS) rules and practices.
	2. Skills:	<ul style="list-style-type: none"> • A professional and friendly telephone manner • Good written and verbal communication skills • Good event coordination skills • Ability to work on own initiative. • Previous fundraising experience would be a bonus. • Commitment to work in compliance with policies and procedures. • Perform your volunteering role to the best of your ability.

	3. Experience:	<ul style="list-style-type: none"> • Knowledge/Understanding of working in a Not-for-Profit organisation such as Lillian's. • Competence with donor management systems (bonus) • Experience in writing grant proposals, press releases, and fundraising letters. • Confidence in public speaking • Exceptional communication and relationship-building skills • Ability to lead and motivate colleagues and volunteers. • Strong attention to detail • Passion for research • Ability to successfully balance priorities while managing multiple tasks and planning big events.
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I understand the content of this Position Description, and will implement it to the best of my ability.

Print Name of Volunteer:	Date:	Signature:

Signoff:

Print Name of Manager	Date:	Signature: