

## Position Description

**TITLE: Fundraising and Development Coordinator**

**REPORTING TO: Aminata Maternal Foundation Chief Executive Officer**

**HOURS: Full-time or part-time (4 days)**

**REMUNERATION: \$81,818 ex. Super**

**CONTRACT: Fixed term one year contract (with the goal to become permanent at the end of the contract)**

**OVERVIEW:** Aminata Maternal Foundation (AMF) is an international development organization and is registered with the Australian Charities and Not-for-profits Commission (ACNC). Our vision is that no woman or baby dies in childbirth in Sierra Leone due to poverty. In Australia we raise funds and awareness as we work towards this vision. AMF was founded and is led by Aminata Conteh-Biger who recently won Women Agenda's 'Agenda Setter of the Year' award. After experiencing high-quality healthcare in Australia during a difficult birth, founder Aminata Conteh-Biger felt compelled to seek improvements for women in her country of birth, Sierra Leone, which she fled as a refugee. There Aminata witnessed women bleeding to death during childbirth in front of a doctor because they could not afford to pay.

After several years of being largely volunteer run and led, we are now seeking to hire a fundraiser who will make a major difference by raising the resources that will enable a revised strategy, associated with organizational growth, to be taken forward.

**ROLE:** Reporting directly to the CEO, this role manages all aspects of fundraising and development activities for AMF with a focus on philanthropy, appeals and events. This will include recruiting and supporting donors, writing proposals and progress reports, researching opportunities, and coordinating all fundraising activities and meetings.

This newly created role is a fixed term contract that provides an opportunity to use and develop your fundraising experience in an incredible organisation. With the opportunity to work from home or, when COVID-safe, will work with Aminata, this role will suit a dynamic self-starter interested in transforming lives and livelihoods while also developing their career in fundraising, philanthropy, or the not-for-profit sector.

**KEY RESPONSIBILITIES:** The Fundraising and Development Coordinator will support the CEO with all aspects of fundraising and development activity:

- Develop and implement a strategy to increase fundraising income across major donors, corporate, trusts and foundations.
- Act as the main point of contact for day-to-day enquiries and requests from donors.
- Manage the existing portfolio of donors and grants, including writing and submitting progress reports, acquittals, and updates.
- Write and submit targeted submissions and proposals to new donors, trusts and foundations, in consultation with the CEO.
- Research potential new funding opportunities.
- Plan and manage the calendar of fundraising submissions, activities, and deadlines.
- Write fundraising appeals.
- Track fundraising income, administer all fundraising data and ensure accurate records are maintained.
- Support the processing of donations and issuing of receipts and thank you letters.
- Coordinate a team of volunteers who support AMF with events.
- Work with the CEO to schedule meetings with major donors and other funders; follow up with any information or other requests.

**SELECTION CRITERIA:****Essential**

- Minimum 2 years' experience working in an administrative, marketing, or fundraising team .
- Ability to demonstrate:
  - Exceptional written and verbal communication skills
  - Passion for the mission of AMF
  - Strong organisational skills with excellent attention to detail
  - Ability to work autonomously, manage multiple tasks, prioritise effectively, and meet deadlines
  - Ability to work with a wide range of organisations and individuals
  - Advanced IT skills including Microsoft applications, website, and social media tools
  - Strong commitment to AMF values; ability to adhere to high ethical standards.

**Desirable**

- A tertiary qualification in a relevant discipline
- An affinity with maternal health issues
- An interest in, and commitment to, international development
- An understanding of the not-for-profit sector principles of fundraising.

**BENEFITS:**

- Highly rewarding role with direct connection to purpose
- Flexible hours and working conditions
- Opportunity to develop your career in the social purpose sector and to make a genuine difference to people's lives and livelihoods.