



Fundraising Manager

About Us

HerSpace believes in a world where girls and women are free from sexual exploitation, a world where they can choose their own direction.

HerSpace works with women and girls who self-identify as being affected by sexual exploitation. We seek to empower them by providing holistic therapeutic support to address the emotional, psychological and physical impacts of trauma, and build pathways out of exploitation. Our model of support places these women and girls at the centre of their healing process as we believe they are the experts of their lives, needs and choices.

<p>Job Purpose</p>	<p>This role forms part of the Management Team of HerSpace, which aims to work with the CEO, under the supervision of the Board, to create a strong and sustainable organisation which will help drive the movement to see a world free of sexual slavery and servitude.</p> <p>The Fundraising Manager will work with their team to create and implement funding strategies to assist in the sustainability and growth of the organisation.</p> <p>This will involve directly overseeing a team of approximately four volunteers, each specialising in an area such as grants writing, sponsorship, partnerships or events and researching best industry practise for fund and revenue raising.</p>
<p>Values</p>	<p>HerSpace is a values driven organisation, which aims to embody the following core values in all of our work, both at an organisational and individual level:</p> <ol style="list-style-type: none"> 1. We strive to search for new and innovative ways to overcome

	<p>obstacles and empower action.</p> <p>2. We work collaboratively and participate equally as team members wherever possible.</p> <p>3. We communicate respectfully, clearly and honestly often to avoid misunderstandings and share valuable feedback.</p> <p>HerSpace supports our volunteers to embody the organisation's feminist values through the work they do. This means working in collaboration, encouraging participation and partnership, and analysing and challenging power differences due to structures such as gender, race, sexuality, disability, hierarchy and class.</p>
<p>Key Selection Criteria</p>	<p>Necessary:</p> <ul style="list-style-type: none"> . An academic background in business, marketing, events management, public relations or a related field. . Previous fundraising experience. . Excellent communication skills across all mediums to allow you to create and nurture strong external relationships. . Previous experience managing projects. . Ability to work autonomously and take initiative <p>Preferable:</p> <ul style="list-style-type: none"> . Understanding of the NFP sector . Previous experience managing volunteers . Previous experience sourcing grants and sponsorship
<p>Specific Responsibilities</p>	<ul style="list-style-type: none"> . Working with other HerSpace volunteers to develop strong partnerships with new and existing supporters. . Assist with the management of campaigns to engage new financial partners. . Collaboratively envisage and create a fundraising strategy which is in line with the Strategic Plan and caters to the needs of a long term donor base. . Organise and facilitate fundraising planning days. . Liaise with HerSpace Board as necessary. . Maintain a working knowledge of the sector and share

	that information with the rest of the management team as it relates to new fundraising opportunities and strategies.
Workload (hrs. per fortnight)	15 – 20 hours per fortnight
Regular commitments (meetings etc.)	<ul style="list-style-type: none"> . Attending HerSpace events and planning days. . Monthly meeting with COO . Monthly Management Team meeting . Monthly Fundraising Team meeting . Monthly meeting with each supervisee . Weekly or fortnightly phone calls with each supervisee and COO
Internal and External liaison	<p>Internal: Management and Fundraising volunteers, Finance Coordinator, Funding Coordinator, Social Enterprise Coordinator and Communications volunteers.</p> <p>External: Donors and sponsors <i>I</i></p>
Supervisees	Up to four volunteers, including an existing Grants and Sponsorship Coordinators.
Reporting to	COO
Duration of Position	Minimum 12 months with an organisational preference for longer.

Reviews

HerSpace is keen to ensure that the volunteering experience is mutually beneficial and to this end, has initiated regular satisfaction / performance review processes with their volunteers. The first of these reviews will occur at the end of second /



third month (as per agreement) after the commencement of your volunteer assignment, and 3 – 6 monthly thereafter.

Police and Working With Children Checks

HerSpace may offer you a volunteer role which is conditional upon our receipt of a satisfactory National Police Check.

Additionally, all HerSpace volunteers are expected to hold a voluntary Working With Children Check.

Application Procedures

To apply for this role, please complete the Application Form below and send it with a copy of your resume and a brief covering letter to the Recruitment team at recruitment@herspace.org.au using the job title as the subject line.

Please be sure to address the Key Selection Criteria in your covering letter.

All applicants will be notified of their progress once applications have closed.

Applications will close 15th September 2017.

Volunteer Application Form

Thank-you for your interest in volunteering with HerSpace. We appreciate you taking time to complete this form. Like the information provided in your cover letter and CV, this information will be kept confidential, it's purpose is to help us quickly identify key pieces of information which will assist us in processing your



application. Please complete this volunteer application form, and also attach your CV with references and cover letter when you apply for a role with HerSpace.

Any questions related to the recruitment process should be directed to recruitment@herspace.org.au. Please allow 10 business days for us to respond to your query.

First Name	
Surname	
Mobile Number	
Email	
If you had to describe HerSpace, our mission and vision to your friends what would you say?	
List and describe your background and experience in each of the necessary and preferable areas listed in the Position Description.	
Have you volunteered in the past? If so, describe how you managed this voluntary role?	
Please indicate how many hours each fortnight you feel you can realistically commit to volunteering	
How did you hear about HerSpace?	