



## Stakeholder Engagement Officer

### About the position

HerSpace is currently seeking a responsible Stakeholder Engagement Officer who will utilise their warm manner and proactive attitude to develop meaningful, strategic relationships with the organisation's donors. This role offers a unique opportunity to work within a small, dedicated team of individuals who are invested in your long-term development. As the main point of contact for all donors, you will gain invaluable experience in stakeholder management, fundraising and communications within a not-for-profit setting. Additionally, the position will enable you to develop strong interpersonal, written communication and strategy skills.

### About us

HerSpace is an Australian not-for-profit organisation that supports women and girls impacted by sexual exploitation. Our aim is to provide the mental health support needed for girls and women to choose their own direction, move out of sexual exploitation, and to live free and empowered lives.

### Position description

<b>Values</b>	<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"> <li>1. We strive to search for new and innovative ways to overcome obstacles and empower action.</li> <li>2. We work collaboratively and participate equally as team members wherever possible.</li> <li>3. We communicate respectfully, clearly and honestly often to avoid misunderstandings and share valuable feedback.</li> </ol> <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>
<b>Specific responsibilities</b>	<ul style="list-style-type: none"> <li>• Assist in developing and implementing a strategy to increase our network of engaged donors and Compass Givers.</li> </ul>

	<ul style="list-style-type: none"> <li>• Build relationships with our Compass Givers (long-term donors) and act as their key point of contact. This includes: welcoming them to HerSpace, responding to enquiries, updating their contact details, and organising the seasonal printed Compass Givers Updates.</li> <li>• Oversee all donations to the organisation and ensure that tax-deductible receipts are sent out in a timely manner.</li> <li>• Systematically monitor all donations (including past donations) using Excel spreadsheets.</li> <li>• Work with the Web Designer to streamline our online donations process.</li> </ul>
<b>Key Selection Criteria</b>	<p><b>Necessary:</b></p> <ol style="list-style-type: none"> <li>1. Experience working on marketing and fundraising campaigns (preferably including follow-up communications to develop donor relationships).</li> <li>2. Capacity to confidently engage with donors, supporters, partners and general stakeholders on a regular basis.</li> <li>3. Very strong interpersonal and networking skills.</li> <li>4. Excellent organisation, time management and prioritisation skills.</li> <li>5. Intermediate written communication skills.</li> <li>6. Understanding of women's rights and gender equality issues.</li> </ol> <p><b>Preferable:</b></p> <ol style="list-style-type: none"> <li>7. Working knowledge of social media (Facebook and Twitter), Google Docs, WordPress and/or MailChimp.</li> <li>8. Experience developing online payment and donation systems.</li> </ol>
<b>Workload (weekly hours)</b>	8-10 hours per week <i>(Please note that this role does require you to check in on emails on a daily basis)</i>
<b>Regular commitments (meetings etc.)</b>	<p>Monthly meetings with Communications &amp; Fundraising Manager.</p> <p>Meetings with CEO and/or Communications &amp; Fundraising volunteers on an ad hoc basis.</p>
<b>Internal and external liaison</b>	<p><b>Internal</b></p> <p>HerSpace staff and contractors.</p> <p><b>External</b></p> <p>Network of supporters, donors, funding organisations and media.</p>
<b>Reporting to</b>	Communications & Fundraising Manager
<b>Duration of position</b>	12 months, with preference for a long-term working relationship of 24 months

## Reviews

If successful, this position description will be reviewed and signed at the induction stage to indicate commitment and understanding to the role. However, during the

first two months this position description is open for discussion by both parties to ensure the role is working well for all parties.

### **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, follow these steps.

1. Please complete a Volunteer Application Form responding to the Key Selection Criteria in this position description.
2. Send a completed Volunteer Application Form with your resume and a brief covering letter to Marissa at [recruitment@herspace.org.au](mailto:recruitment@herspace.org.au), using the job title as the subject line.
3. Please be sure to address your motivation for applying in your covering letter.

*All applicants will be notified of their progress once the position has been successfully filled.*

### **ACKNOWLEDGMENT FOR RECEIPT OF AND COMMITMENT TO JOB DESCRIPTION**

I have received a copy of the Job Description and have read and understand its contents, and commit to what it requires of me.

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Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

*Position holder name and signature*

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Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

*Supervisor name and signature*