

POSITION DESCRIPTION

LIFE CARE – Fundraising and Events Coordinator



Our Vision: Supporting & enriching the lives of people in our local community through caring and compassionate services

What we Value:

1. COMMUNITY

We value the diverse local communities we serve and the opportunity to build respectful and trusting relationships.

2. INTEGRITY

We aim to make ethical, transparent, and well-intentioned decisions for the benefit of the community we serve.

3. SOCIAL JUSTICE

We strive for equity where the community we serve are treated with compassion, respect, dignity, and fairness.

Our Principles:

Principle 1: Georges River Life Care is aligned to the mission, values and vision of GRLC.
[\(Diagram 1.1\)](#)

- We serve the greater mission of GRLC by providing community services and
- We provide opportunities for our communities to connect with us and our GRLC community to serve alongside us.
- We operate within the values and principles of GRLC.
- We aspire to be a multi site organisation
- The Board has a sense of God's leading.
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Principle 2: Georges River Life Care provides strategic service offerings within our capacity and resources

- The Board creates and supports strategic priorities for Life Care.
- There is a demonstrated community need for services and programs through research and observations.

- Services and programs are tailored to the community they are serving in consultation with the local church.
- External organisations are not substantially filling this need.
- Services and programs don't jeopardize the overall financial sustainability of Life Care and are evaluated for viability regularly.
- New programs and services are carefully considered via discernment process; ensuring human and financial capacity and church impact is considered and adequate resources are available.

Principle 3: Georges River Life Care is driven by people and relationships.

- Georges River Life Care encourages GRLC people either initiate and / or are involved in the service or programs offered.
- Services and programs are driven by the passions, gifts and skills of the team including volunteers from GRLC.
- We prioritise the health, ongoing support and equipping of our staff and volunteer teams.
- We prioritise programs and services that provides opportunity for people to care and connect with service participants and their families.
- A reasonable number of GRLC people want to be involved.
- We seek to collaborate and partner with other community organisations that share our values and vision.

POSITION OVERVIEW

Position:	Fundraising and Events Coordinator
Status:	12 hrs/week – Permanent Part Time Contract
Report to:	CEO
Award:	Community Services Award
Last updated:	Feb 2024

KEY RELATIONSHIPS

Internal
Senior Pastor, Site Pastor, Other pastoral staff, Life Care staff and volunteers

External
External Partners, GRLC Multi Site Congregations, Funding partners and prospects, Local community businesses

POSITION SUMMARY

The role of the Fundraising and Events Coordinator is to develop and implement a fundraising and promotional plan to build the profile of Life Care in the local community that aligns to the Life Care strategic plan.

This role will work towards generating increased regular and sustainable income donations, and opportunities for long term funding and support.

This role is responsible for coordinating fundraising events as well as liaising with GRLC teams, community groups, local business and external parties to maximise event objectives and outcomes.

In addition to this, the fundraising and Events Coordinator will be responsible for developing a communications and promotions plan for Life care activities, events, fundraising initiatives including regular communications with our donors and supporters.

Other Key Responsibilities

- Contributing to and implementing the annual fundraising plan for Life Care
- Planning fundraising activity content for social and digital channels
- Support team with financial grant opportunities
- Coordinate fundraising events as required
- Engage key corporate partnerships to support Life Care with long term sustainable funding.
- Assist with the development and maintenance of donor database direct marketing strategies
- Generating regular reports on fundraising status

QUALITIES/ EXPERIENCE

Essential Qualities/ Experience

- Partner of GRLC and with a demonstrated commitment to its mission and vision.
- Demonstrated commitment to volunteering within the life of GRLC.
- Friendly & approachable personality
- Excellent time management & organisational skills
- Open minded and able to "think outside the box"
- Experience in events management, planning or project management
- General administration skills including Excel, Word, Outlook and Powerpoint
- Basic digital skills for managing social media, emails, online fundraising
- Local community knowledge and networks will be advantageous
- Consumer sales knowledge will be advantageous
- A passion for serving our local communities.
- Ability to comply with Safe Church policies.

- Ability to maintain a professional and mature approach to work, which reflects our values and principles

Requirements

- Police Check
- Suitable References

Please email your resume and cover letter to lifecare@grlc.org.au by Sunday 24 March.