



## Senior Fundraising Officer A targeted Aboriginal and Torres Strait Islander role\*

SharingStories Foundation has an exciting opportunity for an experienced Senior Fundraising Officer.

Position status	12 month fixed term contract with likelihood of extension.
Position Type	0.6 FTE
Location	Brisbane
Closing date	Friday 26 April 2024
Yearly salary	\$70K to \$85k Pro rata
Annual Leave	4 weeks Pro Rata
Salary Sacrifice/Fringe Benefits	Available
Contact Person	Sharon Williams

### Organisational Background

SharingStories Foundation works with Aboriginal and Torres Strait Islander communities to protect, maintain and grow language, stories and cultural heritage. Engaged as a culturally safe partner, we deliver community driven digital arts programs and education initiatives.

Our creative practice engages elder and child, traditional and modern, oral and digital storytelling, Aboriginal and Torres Strait Islander and non-Indigenous. We work with a Both Ways approach across all aspects of our programming.

### Purpose of the role

The Senior Fundraising Officer is responsible for One-to-One relationship establishment and management of fundraising, delivering a positive, personalised, and engaging experience for potential funding partners.

### KEY AREAS OF RESPONSIBILITY

- A minimum of 3 years' experience in a similar role with evidence of capacity to attract grants from trusts, foundations as well as individuals.
- Research and develop new ideas and embrace current concepts in Community Fundraising.
- Research, identify and secure new Corporate Partners (for sponsorship and donations and in kind support) and individual donors to grow a diverse income stream.
- Ensure all fundraising activities operate within relevant fundraising regulations and align with the Principles & Standards of Fundraising Practice of Fundraising Institute Australia.
- Build relationships with existing and new sponsors and philanthropic organisations

- Responsible for the grant writing function of the organisation.
- Lead 1 core fundraising event per year.
- Contribute to the organisational growth as a key member of a First Nations led team.

Comfortable and collaborative office environment in the Fortitude Valley, Brisbane close to transport, within walking distance to life-admin amenities. Our flexible approach to supporting employees will ensure you have a balanced work and lifestyle.

## KEY COMPETENCIES AND ATTRIBUTES

- A commitment to the SharingStories Foundation's purpose and values.
- Demonstrated written and verbal communication skills.
- An ability to connect with all types of people with a focus on relationship fundraising.
- Demonstrated ability to manage multiple relationships and tasks with attention to detail and while utilising high-level organisational skills.
- Digital literacy, including experience with Peer-to-Peer fundraising platforms, data, and fundraising webpages.
- Creativity, a can-do attitude and a focus on finding solutions.
- Demonstrated cultural knowledge of working with Aboriginal and Torres Strait Islander Peoples

**\*As a targeted role, your Aboriginal and Torres Strait Islander cultural knowledge and experience is essential to this role. Aboriginal and/or Torres Strait Islander people are strongly encouraged to apply.**

To apply please email your CV, cover letter addressing the Key Areas of Responsibility section to [sharon@sharingstoriesfoundation.org](mailto:sharon@sharingstoriesfoundation.org) using the subject line: **Senior Fundraising Officer**

If you'd like to learn a little more about SharingStories Foundation please review our [SSF website](#) or the [Jajoo Warrngara](#) educational website.

Applications close Friday 26 April 2024 with interviews following week starting 29 April and to commence work as soon as possible thereafter.

