

# **Fresh Start Foundation**

## **Fundraising and Marketing Coordinator (part-time)**

### **ABOUT THE ROLE**

The Fundraising and Marketing Coordinator (30 hours a week) reports to the Chief Executive Officer and is responsible for all fundraising activities, events, marketing, communications and media liaison.

The wide-ranging duties of this position requires the person to be passionate about helping people with addictions, flexible, well organised, able to work independently and as part of a team and manage own workload.

### **Selection Criteria**

#### **Essential**

- 3- 5 years' experience in a similar autonomous role.
- Tertiary qualification or equivalent experience in marketing, communications or fundraising.
- Excellent oral and written communication skills and ability to write and edit a range of communication materials.
- Demonstrated skills in successful fundraising campaign delivery and event management.
- Experience in managing social media channels and digital marketing campaigns.
- Demonstrated experience with donor databases or CRMs, Mailchimp, WordPress or similar.
- Demonstrated excellent interpersonal and negotiation skills.
- Experience with Microsoft Office suite and a high level of computer literacy.
- Current Australian Driver's Licence.
- Willingness to support Fresh Start's Christian approach and programs.

#### **Desirable**

- An understanding of the aims and objectives of Fresh Start.
- Demonstrated organisational skills and an ability to plan and prioritise projects.
- Ability to work with diverse groups of people.
- Active membership of a church.

The successful applicant will be subject to satisfactory **Federal Police Clearance and Medical Check**.

## **BENEFITS**

- Join a purpose-driven organisation
- Free on-site parking available
- Enthusiastic and supportive team

To apply, please send your resume and cover letter addressing the selection criteria to [lee.tey@freshstart.org.au](mailto:lee.tey@freshstart.org.au)

*Fresh Start is an equal opportunity employer. We embrace diversity and encourage applications from people with lived-experience, people with disability and Aboriginal and Torres Strait Islander people.*