

Position Description

Communications and Fundraising Coordinator

Employment Type:	Permanent part-time – 22.5 hours per week Wednesday to Friday (some flexibility depending on operational requirements)
Award Classification:	Level 4/5 depending on experience Social, Community, Home Care & Disability Services Award
Location:	Office location is at 410 Church Street, North Parramatta
Reports to:	Chief Executive Officer

About Down Syndrome NSW

Down Syndrome NSW champions the rights of people with Down syndrome to have the same access to society as everyone else. This means the right to health, education, work, family and being part of the community. We achieve this by supporting people with Down syndrome, their families and carers to be part of a strong and vibrant community that is informed, engaged and active.

Down Syndrome NSW is an independent, not-for-profit, member-based organisation that was established in 1980 by parents of children with Down syndrome. We provide:

- Social networking and self-advocacy opportunities for people with Down syndrome.
- A dedicated information and referral service for families and professionals.
- Peer to peer support for families at all life stages.
- Workshops and community events for members.
- A library resource centre housing the largest collection of information and resources about Down syndrome in Australia.
- Professional development and training for education and health professionals.
- Individual/self-advocacy and systemic advocacy for the interests and needs of people with Down syndrome at state and federal levels.
- A voice for people with Down syndrome and their families in public discourse and policy development.

Down Syndrome NSW is a member of Down Syndrome Australia, a federation of State and Territory associations which represents the interests of our constituency at a national level.

The Role

This role coordinates and delivers regular, high-quality communications to our members, and markets and promotes the Association's services, events and activities. It leads our fundraising efforts across events, direct marketing, corporates and grants.

Responsibilities

- Develop and implement a communications strategy and plan to attract new members, retain current members of Down Syndrome NSW and collaborate with external stakeholders.
- Promote the services and activities of Down Syndrome NSW and positively position people with Down syndrome as valued community members.
- Coordinate and moderate the Down Syndrome NSW social media channels for members and external stakeholders posting relevant content and responding to requests for information.
- Develop innovative digital content across our various social media channels, support the production of our monthly e-newsletter, promote our training, events and fundraising activities and perform other communications and administrative support tasks as required.
- Regularly review and update all content on the website, including updating the calendar of events.
- Achieve media coverage on the work of Down Syndrome NSW, and position policy issues of importance to people with Down syndrome in the media.
- Develop communication collateral and prepare presentations and the annual report.
- Develop, implement and evaluate a fundraising strategy and plan to attract and retain donors and funders.
- Administer fundraising legislative requirements and platforms.
- Develop project plans for key activities that include budgets and risk assessments.
- Represent Down Syndrome NSW on relevant committees such as Voice editorial committee, National Portal, Service Provider networks.
- Work collaboratively with other members of the team to support initiatives.
- Answer telephone/ email inquiries from the public and members as needed when the office phone rings.
- Maintain database records on CRM system (Microsoft Dynamics), in accordance with privacy guidelines.
- Provide monthly activity reports to the CEO.
- Undertake other duties within the scope of this role as required.

Selection criteria

Required

- Relevant tertiary qualifications in communications, marketing or equivalent.
- Experience working in not-for-profit communications and fundraising teams.
- Excellent verbal communication skills, including ability to tailor communications for different audiences.
- Excellent writing skills, and previous experience writing communication materials for different audiences.
- Exceptional attention to detail.
- Previous experience facilitating social media channels and with website development and management.
- Demonstrated organisational skills, including an ability to plan, set and prioritise workloads to meet deadlines.
- A strong work ethic and an ability to work independently and as part of a team.
- Willing to take direction and feedback.
- The capacity and willingness to attend events or support events outside of regular office hours and on weekends.
- A current driver's license and comprehensively insured car.
- NSW criminal check and Working with Children Check (or willingness to obtain).

Desirable

- Lived experience of Down syndrome and /or experience working in the disability sector.
- Experience working with people with a disability.
- Experience with developing Easy Read materials.
- Previous experience with CRM systems such as Microsoft Dynamics.