



**AUSTRALIAN  
CONSERVATION  
FOUNDATION**

# Community Fundraising Support Officer

## Position Description

Join an energised team taking action across Australia to stop pollution and speak up for our living world.

*ACF acknowledges the structural barriers that make gaining experience in any sector more difficult for many in our communities. We encourage Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, LGBTIQ+ people and others who have diverse experiences of our world to apply for this opportunity. As an organisation and a movement, we grow stronger through diversity.*

## About the Australian Conservation Foundation:

The Australian Conservation Foundation is Australia's national environment organisation – over 700,000 people creating a world where forests, rivers, people and wildlife thrive.

A handful of people formed ACF 50 years ago when mining first threatened the Great Barrier Reef. Now the ACF community has grown into a powerful force for nature.

We bring together people from the community, government and business. Our community advocates against pollution and destruction, and for our living world. We hold decision-makers to account. We champion big ideas and find common ground with unlikely partners.

We love and protect the web of life right across our continent, from the Kimberley to the reef, down the Great Dividing Range to Tasmania's forests.

People power our campaigns. We are proudly independent, non-partisan and funded by donations from our community.

## About the ACF Fellowship Program

The ACF Fellowship program is a structured learning and volunteering opportunity for grassroots leaders and emerging campaigners. Each volunteer placement will be a part of a team of highly-engaged volunteers that can help us harness the energy of ACF supporters taking action in their communities. The purpose of the ACF Fellowship program is to help support ACF's growing movement of local groups in their efforts to build people power, change the story and advocate for our living world.

Through the ACF Fellowship, you'll be part of a supportive workplace where you can:

- Participate in a comprehensive induction program on all aspects of ACF and social change theory.
- Learn from experienced campaigners, community organisers, media, fundraising and communications experts.
- Develop and apply your skills in a volunteer placement.
- Receive coaching and support with your supervisor, with clear direction and timelines about your responsibilities.
- Regularly reflect on your practice with other fellows in your cohort.

- Get regular training on topics like the history of the environment movement in Australia, activist self-care, and cutting edge practice in campaigning, organising and communication.
- Be part of a movement of people who show up, speak out and act to stop pollution and destruction so our living world can thrive.

### **About the Community Fundraising Support Officer role:**

The Community Fundraising Support Officer will be based in ACF's fundraising team. The purpose of this role is to support and grow the pool of generous and inspiring supporters who volunteer to fundraise for us in their own community. This volunteer role is for an initial six-month commitment with the opportunity for further volunteering.

### **Volunteer responsibilities may include:**

- Working with the Community Fundraising Officer to recruit, train, and support community fundraisers
- Contacting and supporting people who have expressed interest in raising funds for ACF in their community.
- Helping to coordinate community fundraising events
- Thanking and following up with community fundraisers.
- Developing processes and collateral to support our engagement with community fundraisers.
- Overseeing the administration of data according to ACF's privacy and other policies.
- Other duties as requested by the Community Fundraising Officer

### **Volunteer skills:**

The volunteer should be able to demonstrate the following **key selection criteria**:

- Strong passion for the environment and a commitment to the values and mission of ACF.
- Excellent communication skills
- An ability to build strong rapport quickly with people from a diverse range of backgrounds and ages.
- A polite and patient manner that provides an inclusive experience for volunteers of varying skill levels and experience.
- Good organisation skills with a commitment to keeping records up-to-date.
- Familiarity with technology and the ability to quickly learn new programs.
- An understanding of what it takes to create an equitable and diverse environment movement representative of all Australians.
- Ability to work as part of a team as well as autonomously.

### **Desirable skills:**

- Experience using Google Sheets, Google Docs and NationBuilder (or a similar CRM tool).
- Experience using Peer-to-Peer platforms such as Go Fund Me, Raisely and others

The ACF Fellowship program is suitable for driven, passionate and committed people who reflect the diversity of backgrounds and experiences in our communities. If that's you, but you're worried you don't have all the skills outlined in the position descriptions, please apply anyway!

## **Hours:**

The hours are ideally 15 hours per week, including fortnightly training. The set hours are negotiable and flexible, to be arranged between the volunteer, the relevant supervisor and the program manager. It is expected that these hours will usually take place on two weekdays between 9am and 5pm, however this role will ideally be available for meeting with volunteers when they are available. It's expected that any after-hours volunteering will be balanced with time off so that you don't volunteer more than 15 hours per week.

## **Duration:**

This is a voluntary commitment. All volunteer positions are for a negotiable period of six months from July to December 2021, with optional volunteer opportunities available thereafter.

## **Location:**

The normal place of volunteering will ideally be at ACF's Melbourne office in Carlton, VIC, but could also be at one of our other offices in Brisbane, Sydney or Canberra. However, depending on the duration of the COVID-19 pandemic, this role may need to be done completely remotely from your home with support from ACF's team.

## **Resources:**

ACF will provide the resources necessary for the volunteer to perform the main tasks (including a computer). Any reasonable travel and accommodation costs for interstate trips will be reimbursed as per the agreement (this will, of course, depend on the duration of the COVID-19 pandemic).

## **What might a typical day look like?**

Today, you'll look at our Community Fundraising email inbox and notice that there are three new enquiries from people looking to fundraise for ACF in their local community. Your job is to get in touch with them and brief them on the process, including ensuring that they have signed and agreed to the ACF's terms & conditions, and that they have received the ACF fundraising toolkit. You will check in on them and offer support and advice leading up to their activity. You will also follow up with existing Community Fundraisers in the community. You may also be asked to assist the Community Fundraising Officer or Direct Marketing Manager on tasks including data entry into our CRM, confirming new participants for our signature event Climb It For Climate and calling people who have expressed an interest via our social media channels.

## **Why does this role matter?**

ACF's biggest asset is our supporters - they give up both their time and money to ensure that our work is able to continue. It's important for ACF to offer these supporters a variety of

ways they can help out - for example, giving a one-off donation, becoming a monthly giver or even leaving a gift in their will.

One of the ways we have identified as a good opportunity for our supporters to help is through Community and Peer-to-Peer fundraising. This program is in its infancy, having only started in 2019. It gives people an opportunity to fundraise in their networks and amongst their peers - this could include hosting an event, completing a challenge, or even selling handmade goods. As with any program in its infancy, these foundational years are fundamentally important to ensure that we build a solid framework for this kind of fundraising, develop and implement new processes and ideas, and set the program up for success many years into the future. And you'd be a part of that!

### **It is important to note...**

This role is a volunteer placement. ACF does not offer employment following the placement. By signing up to volunteer with ACF, you agree to ACF's policies and procedures.

### **Direction and Contact:**

The Community Fundraising Support Officer will be asked to carry out duties under the direction of and report to the Community Fundraising Officer.

### **How to apply:**

More information about ACF's campaigns and how to apply can be found on the ACF website at [www.acf.org.au/work\\_with\\_us](http://www.acf.org.au/work_with_us). Recruitment is managed by Beth Koch, National Network Organiser. Please direct any queries to [volunteer@acf.org.au](mailto:volunteer@acf.org.au).