

## Position Description: Seed Fundraising and Partnerships Manager



*We're looking for an Aboriginal and/or Torres Strait Islander young person who is passionate about fundraising and building partnerships to ensure that we are able to continue having an impact through our work protecting country and building the capacity of young mob to take action. You'll be joining a deadly team of Seed staff and volunteers working together across the country to protect our land, culture and future from the causes and impacts of climate change. If this sounds like you - apply today!*

***This is an identified role suitable for Aboriginal and/or Torres Strait Islander identified applicants 35 and under only.***

**Title:** Seed Fundraising and Partnerships Manager

**Responsible to:** Seed National Director, Melbourne

**Location:** Melbourne

**Employment Basis:** Full time (5 days/week), 12 month contract with opportunity to renew

**Start date:** As soon as possible, May 2019

**Salary:** \$45,000-\$65,000 plus super, negotiable depending on experience

### **The Role:**

This is a really exciting leadership and growth opportunity for a driven young person who wants to use their experience in fundraising and relationship management to have a big impact. This is a critical role that will be hugely influential in building and maintaining the long-term sustainability of Seed by working closely with the Seed National Director to oversee, develop and support the growth of Seed's fundraising and partnerships.

### **What you'll be doing:**

- **Raising the funds needed to invest in the next generation of young Indigenous leaders:** working with the Seed National Director to develop and implement Seed's fundraising strategy and programs including: recurring donors, crowdfunding campaigns, granting, sponsorships and key donor relationships.
- **Telling our donors how deadly we are:** coordinating and ensuring regular communication with our donors and supporters, including writing financial acquittals, reports and evaluations
- **Keeping us accountable and on track:** implementing organisational processes and policies including day to day administrative and financial systems
- **Thinking outside the box:** developing and testing new and creative fundraising streams to build Seed's sustainable income streams
- **Building up yourself and others:** every day will be different, and the young volunteer leaders we work with are incredible - you'll empower them to be their best selves in our fight to protect country
- **Whatever else is the most important thing that needs to be done to protect country:** we're a small team, so we all pitch in when needed - with guidance from the Seed National Director, you'll also work on other projects when suitable

### **About Seed**

Seed is Australia's first Indigenous Youth Climate Network. We are building a movement of Aboriginal and Torres Strait Islander young people to protect country from the impacts of climate change and fossil fuel extraction. We do this by running campaigns that work to protect country, while also building the capacity of our young people to be a part of creating positive change.

In Australia, Aboriginal and Torres Strait Islander people are at the forefront of the causes and impacts of climate change, and as young people it's our generation with the most at stake. Right now climate change is disproportionately affecting Aboriginal and Torres Strait Islander people. We are experiencing rising sea levels in the Torres Strait, the destruction of sacred country and diminishing food and water accessibility.

Seed is a branch of the Australian Youth Climate Coalition (AYCC); we are a national network led by Aboriginal and Torres Strait Islander young people, with a small team of staff, volunteer state coordinators and over 200 volunteers from every state and territory.

### **Who you are, your skills and experience:**

- You're an Aboriginal and/or Torres Strait Islander young person who is passionate about protecting country and working with young people to lead change in their communities
- You're a confident communicator, both verbally and written, with people from a range of backgrounds
- You have worked on some big projects and events before and have experience supporting volunteers or other people to get stuff done
- You have experience working with Aboriginal and Torres Strait Islander people, in particular young people
- You're a problem solver - if you don't know how to do something, you'll seek out the best solution and get it done, and you're always willing to learn and take on new challenges
- You've got an eye for detail and get things done in a fast paced team
- You can work effectively with a high degree of autonomy and accountability; you're self motivated and can demonstrate initiative
- You're a team player; you show respect and consider the different working styles of yourself and other people
- You're excited and passionate about raising money to power the Indigenous youth climate movement and have lots of ideas for how we could do it
- You're confident using a computer

We are a youth organisation, so we don't expect you to be an expert at everything; even if you only meet some of these requirements, but you think you're right for the job and are ready to learn, we're keen to hear from you. The role will be developed to meet the skills and experience of the right candidate.

### **Other Employment Related Information:**

- All employees will be required to obtain a Working With Children Check or state equivalent
- This is a full time position for 12 months with the opportunity to renew
- A probation period will apply for the first 3 months of your employment. During this time the employer will assess your progress and performance in the position
- This is intended to be a full time position based in Melbourne, however remote work may be considered for the right applicant
- Availability for domestic travel for interstate events, volunteer support or various events is a requirement. Your travel expenses will be covered.

### **Working at AYCC & Seed is the best**

The Australian Youth Climate Coalition (AYCC) has been around for over 10 years now and Seed launched as a branch of AYCC for Aboriginal and Torres Strait Islander young people in 2014. Together AYCC and Seed have built a strong team of young staff committed to our mission. As a member of our team you'll get 5 weeks leave per year, flexible working arrangements, professional development opportunities, and some great friends.

### **How to Apply**

*Please note before applying:*

- *This is an identified role suitable for Aboriginal and/or Torres Strait Islander identified applicants only*
- *Seed and AYCC are a youth-led organisation with an exemption from the Anti-Discrimination Act. All staff and core volunteers are under 35 – as such, we seek applications only from those under 35.*

You can apply by emailing your CV/resume and a cover letter of no more than 2 pages addressing the "who you are, your skills and experience" section above as well as why you would be the best candidate for the job to [amelia@aycc.org.au](mailto:amelia@aycc.org.au), using the subject: Seed Fundraising Manager. Applications are currently open and will be assessed on a rolling basis until the position is filled, please submit your application as soon as possible. We anticipate holding interviews in early to mid May.

For a confidential discussion regarding this position you can contact Seed National Director: [amelia@aycc.org.au](mailto:amelia@aycc.org.au) // 0413249073

For more information about Seed & AYCC, check out our website [seedmob.org.au](http://seedmob.org.au), find us on Facebook under Seed Indigenous Youth Climate Network or find us on Twitter and Instagram by searching for @SeedMob