

<b>Position Title</b>	Fundraising officer
<b>Position Purpose</b>	To coordinate, lead and grow TOGA’s fundraising and donations program
<b>Work Location</b>	Initially from home progressing to 2-3 days in a centrally located Melbourne office
<b>Reporting Relationship</b>	Executive Officer
<b>Key staff interactions</b>	Events and Office Manager, Scientific Project Officer
<b>Position Term</b>	12 month contract, with possibility of extension

**1. Organisation**

The Thoracic Oncology Group of Australasia (TOGA) is a company limited by guarantee and registered charity with deductible gift recipient status. TOGA voluntary members represent the full range of professional disciplines involved in caring for patients with thoracic cancers (predominantly lung cancer and mesothelioma), clinical trial professionals and consumer representatives with the core activity to pursue lung cancer and mesothelioma clinical research in networked hospitals.

TOGA is expanding its fundraising arm to support thoracic cancer research and other activities. The fundraising program consists of community fundraising, bequests, philanthropic grants, approaches to trusts and foundations and donor stewardship.

**2. Position Summary**

The Fundraising Officer is a 0.8-1.0FTE position with the following main duties:

- Coordinate, lead and grow TOGA fundraising and donation campaigns
- Maintain and optimise TOGA CRM to best support philanthropic activities
- Enhance TOGA’s potential for grant funding through identification of new opportunities and high-quality submissions

**3. Key Accountabilities, Outcomes & Activities**

**Coordinate TOGA Fundraising and Donations Program**

- Lead and execute philanthropic activities through individual giving, grants from trusts and foundations, and community fundraising challenges working predominantly in a virtual capacity
- Develop compelling fundraising appeals aligned with the organisation’s mission and brand and materials for various channels, including digital platforms, direct mail, and events
- Maintain TOGA compliance with fundraising regulations and accepted good standard practice

- Regularly evaluate the effectiveness of fundraising strategies with suggestions for optimisation
- Nurture and grow new and existing fundraising streams including, but not limited to, peer to peer, on-line donations and community fundraising

#### **Data Management**

- Lead the end-to-end management, maintenance and continual improvement of the Customer Relationship Management (CRM) system to enhance TOGA philanthropic activities
- Maintain accurate and up-to-date donor records, track fundraising progress, maintain donor stewardship and analyse data to measure the effectiveness of fundraising efforts
- Generate regular reports on philanthropic progress, opportunities and outcomes for presentation to the senior management team and/or the Board of Directors

#### **Grant writing and proposals**

- Research and identify grant opportunities from foundations, corporations, and government agencies
- Working with TOGA staff and members, prepare and submit compelling grant proposals and applications
- Ensure compliance with grant requirements and reporting obligations
- Maintain a grant calendar to track deadlines and reporting timelines

#### **Fundraising administrative support**

- Maintain TOGA donor stewardship program
- Coordinate and provide administrative support to TOGA's fundraising committee, including supporting TOGA consumer representative roles for fundraising and donations
- Develop and maintain efficient and reliable filing systems for fundraising activities
- Prepare policies and SOPs where needed

#### **Professional Conduct**

- Maintain ongoing personal professional development and continuing education.
- Act in accordance with workplace policies and follow established procedures, including participation in an annual performance review.
- Maintain collegial relationships with peers, donors and members and contribute positively to the workplace team.
- Attend events as required providing a high level of service to attendees and maintaining professional conduct at all times
- Other duties as required

#### 4. Selection Criteria

##### Essential

- Relevant qualification or completion of appropriate work experience.
- Two years professional experience in a philanthropy, fundraising, marketing or similar field, with a track record in securing donations, playing a key role in fundraising campaign development and managing donor relationships
- Demonstrated knowledge of the Australian philanthropic sector, ethical fundraising practices and applicable regulatory requirements
- Excellent database and administrative skills, including experience with maintaining good quality CRM data and donor moves management
- Working knowledge of e-newsletter programs and use of audience segmentation to deliver e-communications e.g MailChimp
- Superior skills in writing, editing and design with experience in producing digital fundraising materials for a variety of outputs including social media, newsletters, emails
- Excellent organisational skills, including the ability to prioritise, establish and work within timelines.
- A proactive, flexible, energetic approach to the workplace and the ability to work both independently and as part of a team
- Demonstrated proficiency with Microsoft Office suite.
- Attention to detail and a high level of accuracy.
- Ability to travel, with notice, nationally and internationally.

##### Desirable

- Experience with Salesforce NFSP extending to configuring Salesforce objects, views, and profile permissions
- Experience using Wordpress, Canva, Adobe or similar website or design software
- An understanding of scientific/medical language
- Experience of working in a medical or non-profit organisation
- Experience in writing and submission of grants
- Experience in managing 3<sup>rd</sup> party providers

#### 5. Conditions of Employment

Remuneration: Salary will be aligned with skills and experience of the candidate. Generous salary packaging entitlements apply.

Evidence of the legal right to work in Australia with no restrictions

A National Police Criminal history check will be a requirement of this position

The role will require interstate travel and occasional work outside of business hours including weekends. A time in lieu policy applies, subject to approval by the Executive Officer.



Thoracic Oncology Group Australasia

## TOGA Position Description

Flexible working practices subject to negotiation with the Executive Officer.

### **6. Performance and Development Review**

An initial performance and development review will be undertaken following completion of a 6 month probationary period.

Annual performance and development review will be undertaken with the Executive Officer.