

POSITION DESCRIPTION

POSITION TITLE	Sponsorship and Fundraising Officer
REPORTS TO	Managing Director
TIME REQUIRED	2-3 hours Per Week
REMUNERATION	This is a volunteer position

Organisation Overview

The Chase & Tyler Foundation was established by Vanessa Robinson in 2011, after her sons Chase and Tyler died from accidental carbon monoxide poisoning in May 2010. This was caused by a gas heater in their rental property, which leaked carbon monoxide due to a lack of servicing and maintenance.

The accident not only highlighted a lack of knowledge on gas and fuel burning appliance safety and carbon monoxide poisoning throughout Australia, but also the lack of legislative enforcement when it comes to real estate agents/landlords providing safe housing for tenants.

Our Mission

The Chase and Tyler Foundation's mission to help keep Australian communities safe by:

- Providing education and awareness initiatives on gas and fuel burning appliances safety to the public and industry throughout Australia.
- Lobbying government (both federal and state) to mandate that all gas and fuel burning appliances are to be serviced a minimum of once every two years, in all rental and government housing.
- Lobby government (both federal and state) to introduce mandatory post-mortem carbon monoxide testing in Australia.
- Provide free carbon monoxide alarms to vulnerable people throughout Australia.



POSITION TITLE:	Sponsorship and Fundraising Officer
REPORTING TO:	Managing Director
MAIN PURPOSE OF POSITION:	The Sponsorship and Fundraising Officer will be accountable alongside the Managing Director, for the leadership, strategic development and management of all fundraising activities and events.
KEY SELECTION CRITERIA	<ul style="list-style-type: none"> • A profound commitment to The Chase and Tyler Foundation's mission and values. • An ability to cultivate strong working relationships and partnerships. • Creative flair and capacity to develop inspiring events and campaigns. • Demonstrated ability to communicate to a superior level in both written and oral form. • Strong competence with Microsoft Office and social media applications. Familiarity with web and graphic design is highly desirable. <p>Desirable</p> <ul style="list-style-type: none"> • Qualification in Marketing or fundraising and a commitment to personal development. • Experience in event management. • Experience in the not for profit sector. • Organisational awareness and stakeholder management experience.
KEY RESPONSIBILITIES AND TASKS	<ul style="list-style-type: none"> • Implement The Chase and Tyler Foundations strategic direction and activities. • Attending board meetings (Skype and Google Hangouts available) and other important related meetings where required. • Being informed of and making sure The Chase and Tyler Foundation meets all legal and financial obligations. • Assisting with the development and oversight of key policies and procedures. • Representing The Chase and Tyler Foundation to stakeholders and being an ambassador for the organisation. • Alongside the Managing Director, develop and implement a fundraising and sponsorship strategy and plan. • Prepare proposals, presentation and contracts for partners.



	<ul style="list-style-type: none"> • Alongside the Managing Director, develop and manage The Chase and Tyler Foundations local and national events to increase income and awareness. • Develop and nurture relationships with donors, corporate partners and sponsors. • Represent The Chase and Tyler Foundation at a national and local level. • Manage and grow the major donor program, sponsorship opportunities and annual fundraising events. • Create and maintain accurate and up-to-date fundraising contact databases, including a record of potential fundraising leads, and keep accurate records of meetings. • Assist with the design, production, print, and distribution of all marketing and communication materials and collateral. • Develop and coordinate web-based fundraising, and merchandise sales. • Manage and maintain budgets across all areas of responsibility. • Present written and verbal reports and prepare documents for Managing Director as requested. • Regularly track and report on fundraising and marketing results.
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Application Procedure

All applicants are required to provide:

- A cover letter
- A document which addresses the selection criteria
- A current resume
- Contact details of two referees
- Applications should be emailed to info@chaseandtyler.org.au

For more information about the position, please contact the founding Director Vanessa Robinson on 0459 484 821.

