

Albury Wodonga Regional Cancer Centre Trust Fund Inc.



POSITION TITLE:	EVENTS AND DONATIONS OFFICER
REPORTS TO:	MANAGER, ALBURY WODONGA REGIONAL CANCER CENTRE TRUST FUND
AWARD/AGREEMENT:	ALBURY WODONGA HEALTH PAYROLL. Classification Level: Grade 2 (HS2) \$1,412.40/w (1 July 2025) Based on 38 hours per week AWARD: <u>Health and Allied Services, Managers and Administrative Workers Enterprise Agreement 2018-2024</u>
HOURS PER WEEK:	0.8FTE (30 hours) Monday-Friday, 8:30am-3pm \$37.17 per hour
ANNUAL PAY:	\$1,412.40/week or \$73,444.80 (0.8FTE) per annum plus SG (11%) Superannuation Guarantee plus travel allowance \$870 (based on 1,000km at \$0.89/km @ 1 July 2025. Please note that overtime will be paid using a time-in-lieu arrangement.

PURPOSE OF THE POSITION

The Albury Wodonga Regional Cancer Centre Events and Donations Officer Position is a key member of the AWRCC Trust Fund team, driving innovation and community connection to assist the team to deliver on Trust objectives.

The person appointed to the position will need to:

- Have excellent organisational skills and ability to prioritise tasks.
- Be proficient in using Microsoft Office programs, online banking and finance systems and a willingness to learn Trust Fund specific software applications, such as Funraisin, campaign monitor and Xero.
- Have excellent interpersonal skills to foster positive relationships with staff, board members and key stakeholders.
- Have a high level of initiative and ability to work autonomously; and
- Be an advocate for the Albury Wodonga Regional Cancer Centre Trust Fund.

KEY RESPONSIBILITIES AND ACTIVITIES

1. Community Fundraising Events

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- Encourage the community to hold events and fundraising activities for the Trust by contacting schools, service clubs and corporate organisations.
- Work with the Manager and Media and Communications Coordinator to assist with promotion of community events in support of the Trust.
- Where possible, attend or arrange to have Board members attend community events (some out of hours work may be required).
- Administer the fundraisin software application that supports community led events and Trust Fund led events.
- Be a point of contact for people organising community events and provide appropriate documentation.

Key Performance Indicators

- Community event managers feel supported and valued by the Trust.
- Number of community fundraising events held.
- Community fundraising event revenue growth.

2. Campaign / Event Support

- Provide support to the Manager for the delivery of Trust Fund activities and other fundraising events such as the Sunshine Walk or like events. For example; actively seek donations for raffles, coordinator vendors and manage registration enquiries.
- Process documentation for community fundraising events, including event guidelines, registration forms and authority to fundraise letters.
- Keep the Trust Fund calendar of events up to date.
- Issue thankyou letters / certificates to businesses and individuals that have contributed to our events.
- Assist Sunshine Walk participants with inquiries, sign-up process and making donations.

Key Performance Indicators

- Provide practical support to the AWRCC Trust Fund team, helping to ensure events run smoothly and efficiently.
- Appropriate documentation is in place for community events.
- Community members contributing to our events are always thanked for their support.

3. Grant Assistance Program Co-ordination

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- Assist the Manager in informing successful applicants, organising contracts and keeping a record of compliance with Trust requirements.

Key Performance Indicators

- All documentation for the grants program is up to date and recipients are aware of their contractual requirements.

4. Volunteer Support

- Work with the Manager to recruit and engage volunteers to help at events.
- Be a point of contact for Trust Fund volunteers.

Key Performance Indicators

- Volunteers are kept up to date on events and are aware of their roles.

5. Ordering and Distribution of Trust Marketing Material

- Assist with the distribution of the quarterly Shine Newsletter and manage database.
- Monitor stocks of Trust brochures, donation envelopes, letterhead, name tags, merchandise and raffle tickets, and re-order as required.

Key Performance Indicators

- Shine Newsletter is delivered on time each quarter
- Marketing collateral and merchandise is available for Trust Fund activities and events as required.

6. Program Administration

- Process Corporate Friends program documentation; Letters of Agreement, invoicing, recognition materials and database.
- Assist with grant program documentation; Letters of Agreement, payments and invoicing, reporting documents.

Key Performance Indicators

- Stakeholders receive correspondence in a timely manner.
- Program reporting requirements are followed up with stakeholders in a timely manner.

7. Trust General Administration

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- Answer phones and meet with 'walk-in' stakeholders.
- Use and troubleshoot Trust Fund systems such as Funraisin.
- Monitor and organise email accounts, responding in an efficient manner to any enquiries.
- Collect & process mail.
- Record donations, issue receipts and thankyou letters.
- Order stationery and other office supplies as required.
- General administration duties.

Key Performance Indicators

- Office is always staffed so stakeholder needs are addressed in real time (as permitted by AWRCC management)
- Monthly reports are easy for the Trust Fund Manager to compile because of accurate record keeping
- Response times to email enquiries are low

8. Trust Finance & Record Keeping

- Banking
- Account payments
- Invoicing
- Xero reconciliations and finance reports
- Assist in the lodging of BAS statements
- Paypal & Stripe account processing
- Keep accurate records of donations and ensure database is up to date

Key Performance Indicators

- Donations are recorded and banked within a week of being received, and receipts and thankyou letters issued
- Accounts are paid by their due date
- Finance reports accurate and loaded on time
- Xero is managed accurately making it easy to generate reports

WORKING RELATIONSHIPS

Most frequent contacts Internal

Nature or Purpose

Reports to the:

Albury Wodonga Regional Cancer Centre Trust Fund Inc.



Manager, Albury Wodonga Regional Cancer Centre Trust Fund (AWRCCTF)

Receive direction, liaise, report, consult.

Other key relationships include:

Media and Communications Coordinator

Work collaborative with, liaise, consult

AWRCCTF Board

Work collaborative with, liaise, consult

AWRCCTF Volunteers

Work collaborative with, liaise, consult

Albury Wodonga Health Staff

Work collaborative with, liaise

AWRCCTF Corporate Friends & partners

Work collaborative with, liaise

QUALIFICATIONS, SKILLS & EXPERIENCE

Essential

- Highly developed organisational skills, including demonstrated ability to manage time effectively and meet deadlines
- Highly developed interpersonal skills, including the ability to liaise effectively with team members and community stakeholders
- Highly developed computer skills including ability to work with Microsoft Word and Excel
- Experience managing account payments and record keeping; and
- A current Australian driver's licence and the physical ability to perform manual labour associated with the setting up and packing down events

Desirable

- Experience working for a not-for-profit or charity organisations.
- Event management / logistics experience.
- Experience with Stripe, Salesforce, Funraiser and Xero platforms.

PERSONAL QUALITIES & BEHAVIOURAL TRAITS

- **Consistency** – Abide by the Trust policies and practices at all times.
- **Confidentiality** - Undertake not to reveal to any person or entity any confidential information relating to the Trust.
- **Time management skills** – able to manage own time and balance competing demands.
- **Relationship Building skills** – able to proactively develop lasting positive relationships with key stakeholders and other team members.

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- **Capacity to learn** – willing to undertake ongoing professional development and able to apply new information to enhance the operations of the Trust
- **Personal Presentation** – appearance and professional behavior aligned with the Trust's image.
- **Self-awareness** – appreciates the impact of actions on others and have empathy for others
- **Flexibility** - must be willing and eager to take on new responsibilities as the organization and role evolves.

CORE COMPETANCIES & EXPECTATIONS OF THE ROLE

The core competencies that the AWRCC Trust Fund is looking for in its team members are:

- **Teamwork:** the ability and desire to work cooperatively with others in a team, pro-actively contributing to the knowledge of the team by bringing new ideas to improve our processes and systems.
- **Initiative:** forward thinking and ability to identify what needs to be done and doing it.
- **Personal Qualities:** integrity, professionalism, reliability and a focus on self-development.

ACCEPTANCE & ACKNOWLEDGEMENT

I confirm that I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

I understand this position description is not a duty statement, it is only intended to provide an outline of the key responsibilities of the position. Team members are expected to carry out any duties, within the scope of their ability, that are necessary to fulfil the position objectives.

It is further expected that this position description will change over time due to the nature of the AWRCC Trust's activities. A flexible attitude to change is expected of all team members.

I, the undersigned, agree to be employed under the terms and conditions as detailed in this position description.

Albury Wodonga Regional Cancer Centre Trust Fund Inc.



Employee Signature:

_____ Date _____

Events and Donations Officer

Albury Wodonga Regional Cancer Centre Trust Fund

AWRCC Trust Inc. Management Signature:

_____ Date _____

Andrew Mackinlay, Manager Albury Wodonga Regional Cancer Centre Trust Fund