

Marketing and Fundraising Assistant

Position Title: Marketing and Fundraising Assistant
Reporting to: Business Development Manager
Location: Nambour/Flaxton
Status: Permanent Part-time

The Organisation

Blackall Range Care Group is a Not-for-Profit Aged Care provider. We are recognised as Leaders in the Community for the delivery of exceptional Aged Care and Disability Services. Working in the Community for the Community.

Services include:

- Personal care and domestic assistance
- Community Access
- Nursing and Allied Health care
- Social Centres
- Flexible Respite Options
- Home Maintenance and Home Modifications
- Transport
- Aids and Equipment

Functions of the Role

The Marketing and Fundraising Assistant is responsible for supporting the organisations Marketing and Fundraising plans and will have a vital role in supporting future Marketing and Fundraising campaigns and events. The role requires someone with excellent attention to detail, the ability to work independently and as part of a team and manage competing priorities.

Roles and Responsibilities

Organisation

- Works within the role and responsibilities for the position;
- Ability to manage multiple projects, deadlines, and meet key performance indicators (KPIs);
- Collaborates effectively with our team and clients to understand their business goals, target audience and brand identity;
- Stays informed about the Aged Care Industry and local market trends, opportunities and challenges;
- Always maintains a high level of professionalism.

Duties and Tasks

- Assists and supports Marketing and Fundraising activities and events to develop community relationships;
- Sources community engagement opportunities i.e. expos, partnerships and speaking opportunities;
- Maintains accurate records of donation and event-related paperwork;
- Handle general inquiries and supports Marketing and Fundraising activities as needed;
- Assists with data entry and contract documentation as required;
- Assists with digital and print, Marketing and Fundraising campaigns;
- Website management;
- Social media content creation and management.

Other

- Contributes effectively to organisational events and activities and represents the organisation in a professional manner at internal and external events;
- Stays informed about new Marketing and Fundraising opportunities;
- Performs other related duties as assigned by the Business & Development Manager and ensures all deadlines are met.

Key Relationships

- Business Development Manager
- CEO & Management team
- Fundraising Officer
- Marketing Officer
- Clients
- Community & Other stakeholders
- Volunteers

Key Selection Criteria

- Current Queensland drivers' licence;
- National Criminal History Record Check;
- Experience in Marketing, Events and Fundraising desirable;
- The ability to communicate effectively, build relationships and interact across all audiences;
- Time management skills and ability to prioritise competing deadlines;
- Willingness to develop fundraising and marketing knowledge and skills;
- Passion for supporting the community and aged people.