

Position Description



FUNDRAISING OFFICER (NEXUS ABROAD)

1. Position Summary

The Fundraising Officer is a member of the Nexus Abroad team. They are responsible for assisting the Fundraising Coordinator in planning and preparing all fundraising events undertaken by Nexus Abroad in 2010-2011. The Officer will provide administrative and hands-on support in the delivery of fundraising events according to the calendar. The aim of the Fundraising Team is to secure and expand a strong sponsorship base for the purposes of funding international project work.

The Fundraising Officer will report to the Fundraising Coordinator and the Project Managers of Nexus Abroad.

2. Selection Criteria

Positions Available: 1

Eligibility

1. Enrolled student at the University of Melbourne until at least December 2011
2. Willing to commit a minimum of five hours per week, excluding meetings, during non-exam periods
3. You agree to check your preferred email account daily and respond within 48 hours

General SIFE Selection Criteria

1. Passion and belief in helping others
2. Very strong commitment to the team
3. Advanced level of verbal and written communication
4. Ability to meet deadlines
5. High level of professionalism
6. Ability to work effectively in a team

Role Specific Selection Criteria

1. An enthusiastic and engaging personality at a professional level
2. High level communication, organizational and interpersonal skills
3. Proven ability to meet outcomes within required timeframes

Additional Desirable Selection Criteria

1. Familiarity with multimedia equipment and software
2. High level of attention to detail
3. Creativity and artistic expression

Time Commitment

1. One one-hour weekly meeting (usually none during exam periods)
2. Average of five hours per week in project tasks (average of 1-2 hours during exams)

3. Responsibilities

Community Fundraising

- Assisting and preparing for direct marketing campaigns (through newsletter articles, SIFE website, social networking sites and promotional posters)
- Providing hands on assistance to the Fundraising Coordinator during each event

Other Responsibilities

- Keeping a multimedia record of fundraising events (e.g. videos, photographs)
- Undertaking general or directed research where required

4. Other Information

Organisation Unit

Students In Free Enterprise (SIFE) is a network of over 38,000 students, studying at more than 1,500 universities around the world, who endeavour to use classroom knowledge to address socio-economic problems in their local or international communities. With the assistance of academic and business leaders, SIFE students are committed to making a difference by creating sustainable economic opportunities for disadvantaged groups.

SIFE teams manage a diverse portfolio of projects, which operate on the principles of market economics, education and training, entrepreneurialism, financial management, business ethics and sustainability. At a global level, SIFE is supported by hundreds of leading companies and organisations that believe in securing a future led by ethical business leaders with a broad worldview and a commitment to helping others. Every year, SIFE students are changing the lives of millions of people, whilst developing the skills to become socially responsible business leaders.

The University of Melbourne SIFE team is helping those left out of the free market economy to gain the education, skills, and experience to achieve increased access, opportunity and success. They see growing social inequality and environmental degradation as market failures, and are working to close these gaps – one student-led initiative at a time – for positive change.

The University of Melbourne SIFE is the largest SIFE team in Australia with an active membership of 62 students who spend 22,978 hours annually on 3 projects. In July 2007, the team was named SIFE Australia National Champions and reached the semi-finals of the SIFE World Cup in New York, representing Australia amongst the leading 44 teams from around the globe.