



**JOB TITLE:** Fundraising Coordinator (volunteer)

**REPORTS TO:** Co-Directors for The Otesha Project (Australia) – [info@otesha.org.au](mailto:info@otesha.org.au)

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### **General Description**

The Otesha Project (Australia) is seeking an energetic Fundraising Coordinator who loves to be part of the challenges and excitement involved in event management. This role will involve the responsibility of coordinating fundraising events in the lead up to the two Otesha cycle tours in early 2010.

### **Responsibilities**

- Coordinate the delivery of a fundraising event as discussed and agreed upon by the Co-Directors of the organisation according to strict timelines
- Organise fundraising events abiding by the policies and mandates of the organisation
- Organise event according to strict timeline and tight budget
- Use other volunteers to carry out the event under the consensus decision making model
- Perform other related duties as assigned

### **Preferred Skills and Qualifications**

- Relevant work experience in event management and fundraising projects
- Effective oral and written communication and analytical skills
- Sound organisational skills; self-motivated; creative
- Ability to establish and maintain effective working relationships, including Co-Directors and other Otesha volunteers, as well as being able to work independently
- Loyalty to team and ability to keep records and information confidential
- Knowledge of The Otesha Project's philosophies and history is preferred
- Ability to travel and to work from home to perform duties as deemed necessary

**Required Licenses / Certifications**

N/A (Although a valid Working with Children's Check an advantage)

**Other requirements**

A minimum commitment of 1 day per week, with flexibility leading up to fundraising events

This job will further your skills in working in a collaborative grassroots team based in downtown Melbourne. We really appreciate all the energy that past volunteers have put into our organisation and would love to receive your application.

**Specifics**

A one page cover letter and resume should be sent to [applications@otesha.org.au](mailto:applications@otesha.org.au) with the subject "Fundraising Coordinator". Please direct all questions to [applications@otesha.org.au](mailto:applications@otesha.org.au) or by calling Kate on 0420 580 715.

**Application Closing Date: May 15, 2009**

Applicants are preferred to be between the ages of 18 - 35. The Otesha Project (Australia): Cycling for Sustainability is an equal opportunity employer.