



Radio Skid Row Fundraising Coordinator

- **Time period – 6 month contract with opportunity to extend for the right person, 20-30 hours per week**
- **\$36 per hour + superannuation and sick leave**
- **Immediate Start**

ABOUT RADIO SKID ROW

Radio Skid Row 88.9FM is a non-for-profit, community run radio station located in the Inner West of Sydney. Our focus is amplifying the voices of diverse and marginalised individuals with a strong emphasis on supporting social justice and human rights. We broadcast in 17 languages, reaching a wide range of CaLD (culturally and linguistically diverse) communities.

Radio Skid Row offers the opportunity for flexible working conditions in a dynamic and genuinely diverse team. We strongly encourage members of Black, Indigenous and Ethnic communities to apply.

ABOUT THE ROLE

The Fundraising Coordinator role is focused on coordinating the station's annual fundraiser. You will work closely with our Operations Manager, Project Coordinator, and Communications Officer to ensure the success of the fundraiser and the subsequent delivery of rewards to supporters. Lead and develop partnerships and sponsorships with local businesses and brands that share our values. Coordinating a range of other fundraising activities that will contribute \$100,000 to the station annually. This role involves a large amount of volunteer coordination as you'll be responsible for motivating our broadcasters and volunteers to raise money.

KEY RESPONSIBILITIES

- Develop Fundraising Campaign Strategy including working with a Graphic Designer on Posters and Merchandising
- Lead the internal fundraising communications with volunteers
- Coordinate the Fundraising Campaign Video Production
- Coordinate the Merchandise Stock order and Merchandise Delivery post-fundraiser



- Coordinate annual online fundraiser
- Assist and support broadcaster fundraising efforts
- Secure new sponsors
- Manage Donors in Customer Relationship Management System

ESSENTIAL

- Demonstrated ability to coordinate successful fundraising campaigns
- Demonstrated writing, editing, proofing, researching skills
- Demonstrated experience working effectively with CaLD (culturally and linguistically diverse) communities
- High level interpersonal communication skills with proven capacity to communicate effectively with internal and external community members
- Proven ability to work independently in a high-pressure environment, with competing priorities and deadlines
- Experience working collaboratively as a member of a team in an ever changing environment
- High level of social and cultural awareness, with the ability to communicate with a wide range of people productively and respectfully

DESIRABLE

- Experience in a leadership position running online fundraisers for an organisation equivalent to Radio Skid Row
- Experience as a team leader co-ordinating multiple tasks and people
- Understanding of and/or experience in not-for-profit organisations and community building from the ground up
- Interest and/or passion for grassroots and community media
- Experience in Adobe Creative Suite (Photoshop, Premiere Pro, etc)
- Experience with Mailchimp
- Experience with Merchandise Coordination
- Experience with Customer Relationship Management System

For enquiries please contact office@skidrow.com.au or call (02) 9560 4254
To apply please send through a cover letter and resume.