



**Position Title:** Board Member – Fundraising Specialist

**Organisation:** Bendigo Sustainability Group

**Position Type:** Volunteer Board Position (2 to 6 hours per month)

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### **Position Overview**

This is a voluntary position, which sits on our Board. It would suit an enthusiastic and proactive person with strengths in fundraising, marketing, and communications.

The Fundraising Specialist will play a vital role in developing a new model to diversify income for BSG, contributing to the overall success of our initiatives and events.

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### **Bendigo Sustainability Group**

Bendigo Sustainability Group (BSG) is independent and community-focused, and our goal is to create a supportive culture for understanding, inspiration, action and hope from which the wider Bendigo community can grow a sustainable future together. We have made significant contributions to the future sustainability of our region through our action groups and projects.

### [Bendigo Sustainability Group 2022 – 2025 Strategy](#)

In moving beyond 2022, BSG will become a community leader in sustainability. Our strategic areas of focus are:

1. Empower people to act
2. Demonstrate sustainability in action
3. Partner to extend our impact
4. Develop our organisation

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Prospective applicants are welcome to contact Mel Abel, Executive Officer of BSG on 0421 704 064 or [melissaa@bsg.org.au](mailto:melissaa@bsg.org.au)

**Duty Statement**

<i><b>Position title</b></i>	Fundraising Specialist
<i><b>Purpose</b></i>	<p>The purpose of this role is to assist in developing a diversified income strategy for BSG, including communications advice and strategic engagement plans.</p> <p>The role will form part of the Board and will help set the strategic direction of BSG.</p>
<i><b>Key tasks</b></i>	<ul style="list-style-type: none"> <li>● Support the Executive Officer and Board in diversifying BSG income streams.</li> <li>● Build fundraising expertise within BSG.</li> <li>● Identify and analyse opportunities for BSG and provide advice to the Board.</li> <li>● Advise on communications, brand, and marketing strategies regarding income opportunities.</li> <li>● Ensure compliance with governance requirements.</li> <li>● Provide input into BSG's strategic direction.</li> <li>● Attend monthly committee meetings (2 hours per month).</li> <li>● Attend regular sub-committee meetings (1 to 4 hours per month).</li> <li>● Attend ad-hoc training and networking events as agreed.</li> </ul>
<i><b>Skills, experience, and attributes</b></i>	<p>The Fundraising Specialist will have skills and experience in:</p> <ul style="list-style-type: none"> <li>● AICD or other relevant qualifications</li> <li>● Developing, implementing, and measuring fundraising activities</li> <li>● Political advocacy and corporate partnerships</li> <li>● Stakeholder management, including major donor relationships and community engagement</li> <li>● Identifying or creating partnerships</li> <li>● A focus on community and collaboration</li> <li>● A passion for building a sustainable future for our region</li> </ul> <p>While working knowledge of sustainability practices and environmental not-for-profits is favourable, this is not essential. If you think you meet some of these criteria, but not all, we still want to hear from you!</p>
<i><b>Supervision and</b></i>	This is an unsupervised role that requires the volunteer to be a

<i>support</i>	self-starter. The Fundraising Specialist will work closely with the rest of the Board members and the Executive Officer. The role will be supported by the President.
<i>Benefits for the volunteer</i>	<p>This role will provide the volunteer with a platform to significantly contribute to the sustainability of Bendigo and the broader Loddon Mallee region, as part of a highly respected organisation.</p> <p>It will provide a unique opportunity to help set the strategic direction of BSG, at a critical time for our climate and environment, and when sustainability is becoming an increasing priority for the community and corporate sectors.</p> <p>As the Fundraising Specialist, you will play a vital role in building the capacity of BSG to continue delivering effective sustainability initiatives and engaging with a broader audience. This is an opportunity to join a strong and supportive Board of experienced members with varied sustainability backgrounds.</p> <p>BSG meetings are offered in a hybrid format to provide flexibility. There will also be opportunities to attend various trainings and networking events as a representative of BSG.</p> <p>Organisations are encouraged to consider this role on behalf of staff members, to work toward Corporate Social Responsibility, Sustainability and Climate Change goals.</p>
<i>Date of position</i>	This position is to begin in December 2023, for approximately twelve months until the next AGM.
<i>How to Apply</i>	Interested in the role? Please submit your CV and a brief cover letter outlining your relevant experience and motivation for applying to <a href="mailto:melissaa@bsg.org.au">melissaa@bsg.org.au</a>