

# VACANCY

## Fundraising Coordinator

### Position Description

This is a volunteer position.

**Your role:** To raise sufficient monies to fund Gecko projects, as required. To diversify Gecko's funding sources.

### Your reward!

- Playing a critical role in Gecko's advancement
- Working with a wide variety of people
- Learning valuable new skills – everybody wants and loves someone who can fund their brilliant ideas!

**Hours:** Approximately one half day or more per week

**Supervision:** Manager and Treasurer

### The job:

- Establish funding requirements and programmes to meet specific levels of funding
- Develop a marketing plan for fundraising
- Approach businesses and organisations as appropriate
- Keep accurate records of funding donations and receipts
- Communicate with funding providers to thank and acknowledge them when outcomes are achieved

### Ideal skills and qualities required:

- Marketing experience, or similar fundraising experience would be preferable
- Computer Literacy
- Commitment to Gecko's environmental objectives
- Transport to visit potential and existing funding providers as required