

Position Description:

Donor outreach and Strategy coordinator

Assignment number: PAU011254

Partner organisation name: CHIRF (Community Health and Infrastructure Resilience Fund)

Partner organisation location: Mallacoota, VIC

Key dates: April – June 2025

Assignment timeframes: 3 months

Assignment mode/location: Remote

Purpose of the Role:

The Community Health and Infrastructure Resilience Fund (CHIRF) is a non-profit based in Mallacoota, providing allied health services to support local doctors and the community. CHIRF funded and built the current Medical Centre and has since employed allied health, mental health, and nursing staff.

To ensure long-term sustainability, CHIRF is launching two key projects:

1. Aged Care Coordination Service
2. Wellbeing Centre, funded by a \$2M government grant

However, urgent short-term funding is needed to sustain current services until these projects become financially viable. Without philanthropic or corporate support within two months, CHIRF will be forced to close vital Allied Health and other services.

We urgently need help to:

- a) Craft a compelling funding request for potential donors.
- b) Develop a targeted outreach strategy to reach the right benefactors.

Your support is critical—please help us keep these essential services running!

The tasks and deliverables of this Assignment are:

- Written collateral for presenting to potential donor organisations
- Development of a possible tiered suite of offerings
- A map of who to approach (The volunteer would not be expected to make the actual approaches themselves)

Selection Criteria:

- **Experience in Fundraising and Philanthropy**

Demonstrated success in securing funding from philanthropic, corporate, or government sources.

Experience in writing compelling grant proposals and donor requests.

Strong understanding of funding trends and donor engagement strategies.

- **Strategic Planning and Outreach**

Ability to develop a targeted donor outreach plan.

Experience identifying and engaging with high-potential benefactors.

Proven track record in stakeholder management and building long-term relationships.

- **Knowledge of Allied Health and Community Services is desirable but not essential**

Understanding of the healthcare and allied health sector, particularly in rural and remote areas.

Awareness of aged care, mental health, and community wellbeing initiatives.

Prerequisites for undertaking volunteering assignments:

- To register with ABV (if not already registered):
 - ✓ At least 5 years relevant professional experience
 - ✓ You must be an Australian citizen or Australian permanent resident residing in Australia. Australian Citizens residing overseas may be considered on a case by case basis.
 - ✓ Willingness to complete a police check and Working With Children Check
 - ✓ Willingness to be interviewed and have references checked
- Once you have passed registration phase:
 - ✓ Willingness to interview for the role with ABV program staff
 - ✓ Acceptable police check and Working with Children Check before commencement
 - ✓ Sign the ABV Letter of Agreement (Code of Conduct, etc)
 - ✓ Medical check (external and ABV), compliance with all travel, entry and in-country requirements (where required).
 - ✓ You are expected to abide by any COVID regulations of the destination country or the partner organisation with whom you may work. These regulations will be made known to you.

How to Apply:

Please refer to this page on the ABV website for role closing dates: [ABV Open Assignments](#)

Please submit your expression of Interest to recruitment@abv.org.au confirming the following:

- The Role name and Assignment Number
- Confirmation that you are a registered volunteer with ABV **or** are willing to go through ABV's screening process to become a registered volunteer.
- **If you are a Registered Volunteer** - send a short paragraph confirming you have relevant skills and experience.
- **If you are not a Registered Volunteer** – send your CV with a short paragraph confirming you have relevant skills and experience.
- If there are any special considerations, we would need to make for you.

What will happen next?

- ABV will review all applications as they are received.
- Shortlisted candidates will be sent a Terms of Reference (ToR) document (aka Assignment Description) and asked to confirm they believe they can fulfil the role requirements.
- Candidates will be advised whether they are shortlisted for interview.

ABV is an equal opportunity employer and Aboriginal & Torres Strait Islander peoples, people from culturally & linguistically diverse (CALD) backgrounds are encouraged to apply for this position.