

**Fundraising & Communications Coordinator**  
Weave Youth & Community Services

Position title	Fundraising & Communications Coordinator
Reports to	Fundraising Lead
Program	Fundraising and Communications Team
Responsible for	<p>Coordinating, producing and monitoring Weave's Fundraising and Communications campaigns, assets and activities including:</p> <ul style="list-style-type: none"> <li>• Working alongside Weave's Fundraising and Communications Team to coordinate and deliver integrated fundraising and communications campaigns.</li> <li>• Producing social media assets, newsletters and impact reports that highlight Weave's work and impact to drive awareness, engagement and donations</li> <li>• Contributing to day-to-day fundraising and communications activities to elevate Weave's visibility, funding opportunities and profile.</li> </ul>
Location	Weave Waterloo on Gadigal Land but you may be required to work at other Weave sites during the course of your employment.
Hours	Part-time (9 day fortnight or 4 days per week)
Status	<p>Part-time</p> <p>All positions at Weave are dependent on continued funding and are subject to a 6 month probation period.</p>
Award	Social Community Home Care and Disability Services Industry Award 2010 (SCHADS)
Remuneration	<p>SCHADS SACS Level 5 Paypoint 5.1 to Paypoint 5.3 depending on qualifications and experience. Weave pays above the SCHADS Award hourly rate. The Weave hourly rate range for Level 5 Paypoint 5.1 to 5.3 is: \$55.38 - \$57.89.</p> <ul style="list-style-type: none"> <li>• Plus Superannuation @ 12%</li> <li>• Plus Annual Leave Loading of 17.5%</li> </ul>
Benefits	<ul style="list-style-type: none"> <li>• Generous salary sacrifice</li> <li>• Above Award hourly rates based on a 35 hour week</li> <li>• Bonus paid leave days over Christmas and New Year</li> </ul>

## About Weave Youth & Community Services

[Weave Youth & Community Services](#) is a place-based community organisation located on unceded Gadigal and Bidjigal Land in Sydney, that has been delivering a range of programs, supports and services developed with and for the community for 50 years.

Weave's purpose is to support individual and collective wellbeing and healing in the communities we walk alongside. Weave supports children, young people, women and families who are impacted by systemic disadvantage and intergenerational trauma. Around 70% of all those we support across Weave are Aboriginal and/or Torres Strait Islander people. As a non-Aboriginal controlled organisation, Weave is strongly committed to walking alongside Aboriginal and Torres Strait Islander people in their ongoing fight for justice and self-determination. Our work at every level is guided by our [Aboriginal Healing Framework](#).

## Summary of the Position

Weave is looking for a strategic and creative Fundraising & Communications Coordinator to join our team.

In this role you will work closely with Weave's Fundraising and Communications team to produce and deliver donor-centric integrated fundraising and communications campaigns and materials that drive donations and increase awareness of Weave's work and impact with our community, supporters and partners.

You will contribute to day-to-day fundraising activities, including the grant application and reporting processes and working within Weave's Salesforce CRM to support donor experiences and journeys.

## Key Responsibilities

- **Coordinate and deliver integrated fundraising and communications campaigns:**  
Collaborate with Weave's Fundraising & Communications team to plan and deliver yearly fundraising and communications campaigns, including coordinating timelines, campaign focus areas, key messaging and copy, social media assets and newsletters.
- **Support fundraising activities:**
  - Contribute to grant application and reporting processes.
  - Utilise Weave's Salesforce CRM to develop donor journeys, database segmentation and tailored communications for donors and supporters.
  - Assist in the coordination of fundraising events and projects with a focus on donor engagement and experiences.
  - Support strong data management for reporting and database segmentation.
- **Create engaging content and donor-centric communications materials:**
  - Produce assets and written narratives for social media, newsletters and Weave's website to represent our work and impact across Weave programs, projects and events.
  - Produce reports that capture data, case studies, and project information as part of fundraising and communications activities, including funding applications, Program Impact Reports and Weave's Annual Report.
  - Ensure all fundraising and communications content elevates the voices of our community and represents the impact of Weave's work with authenticity and a strong emphasis on cultural safety, strengths-based storytelling and trauma-informed, empowering language.
  - Ensure communications materials are consistent and aligned with Weave's long-standing visual identity and communications framework.
  - Collaborate with teams to support the maintenance of Weave's website, including coordinating and publishing blog posts and updating information and images across website pages.
  - Work with Weave teams to coordinate the production of communications collateral such as merchandise, flyers, certificates, stickers etc.
  - Capture stories, quotes, impact highlights and photos across Weave programs, projects and events.
  - Use our fundraising and communications tools to gather data, analytics and insights on campaigns and activities to inform continuous improvement.

- **General:**
  - You may be required to perform other duties as directed from time to time to suit organisational requirements and which are broadly consistent with your role.
  - Additional general responsibilities and expectations of all Weave staff are outlined in the Weave Code of Conduct Section 8.2 (a).

## **Selection Criteria**

### **Essential:**

- Excellent written and visual communication skills.
- Demonstrated experience and skills in digital communications including:
  - experience producing donor-centric communications and delivering integrated fundraising and communications campaigns that drive donations and build awareness of Weave's work.
  - understanding of digital communications platforms and digital channels.
  - experience in writing and producing newsletters for a range of audiences.
  - experience using website platforms such as WordPress to make image and copy updates to website pages.
  - understanding of how to use tools, data and analytics to inform fundraising and communications strategies.
- Ability to translate complex programs and outcomes into accessible and compelling written and visual content.
- Strong administrative/organisational skills and ability to streamline processes and manage multiple deadlines.
- Deep understanding of trauma-informed, culturally safe principles and strengths-based, empowering language and storytelling.
- Alignment with Weave's vision, purpose and values and a commitment to working in alignment with Weave's communications framework to ensure consistency in tone of voice and language.
- Willingness to learn about and understand important local contexts, dynamics and protocols that guide and shape the way Weave works respectfully alongside communities across all layers of our work, including fundraising and communications activities.
- Understanding of or willingness to develop understanding of the complex issues that impact the people and communities we walk alongside, including intergenerational trauma, systemic disadvantage and ongoing impacts of colonisation on Aboriginal and Torres Strait Islander people.

- Understanding of the strengths, wisdom and resilience of Aboriginal and Torres Strait Islander peoples and the importance of creating cultural safety for Aboriginal and Torres Strait Islander peoples.
- NSW Working with Children Clearance and NSW Police Check (If we interview you and shortlist you for the role, we will require you to complete a criminal record check. Having a criminal record does not necessarily exclude you from applying for the role).

**Desirable:**

- Experience working in or with Aboriginal and Torres Strait Islander communities and/or community organisations.
- Knowledge of the philanthropic and not-for-profit funding landscape in Australia.
- Familiarity with Weave's fundraising and communications tools including Salesforce, Account Engagement, Canva, WordPress, Later and Raisely.
- Experience supporting data-driven campaigns and initiatives and strong data management skills.