



## L'Arche Australia

ABN: 33 008 547 028

### Role Requirements

|                                  |   |
|----------------------------------|---|
| <b>Position Title:</b>           | Fundraising Intern                              |
| <b>Team:</b>                     | L'Arche Australia - National                    |
| <b>Location:</b>                 | Canberra Office                                 |
| <b>Manager:</b>                  | Fundraising Coordinator                         |
| <b>Classification:</b>           | Voluntary Internship                            |
| <b>Hours:</b>                    | 6 – 8 hours per week (Monday or Wednesday)      |
| <b>Tenure:</b>                   | 3 – 6 months                                    |
| <b>Application Closing Date:</b> | 15 <sup>th</sup> of October (Close of Business) |

#### Primary Objective(s)

To research, plan and coordinate fundraising strategies and events within Australia alongside the L'Arche Australia Fundraising Coordinator

#### Reporting Relationship(s)

This role reports directly to the Fundraising Coordinator.

#### L'Arche Team

This role sits within the National team of L'Arche Australia.

#### Key Responsibilities & Duties

- Research upcoming grant and conference opportunities applicable to L'Arche Australia's work.
- Devise and map out potential fundraising events to be held within the ACT or more broadly within Australia.
- Oversee new and ongoing fundraising campaigns under the supervision of the Fundraising Coordinator.
- Other administrative tasks that come up from time to time as needed by the Fundraising Coordinator.

#### Key Relationships

Internal: Fundraising Coordinator, State/Territory Community Leaders

External: Grant providers and student organisations.

Please note that L'Arche Australia does not provide volunteers/interns with any monetary allowances.



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#### Skills/Experience Required:

##### Essential:

- Strong research skills.
- Excellent oral and written communication skills.
- Previous engagement in non-profit volunteering or campaigns.
- Experience in, or understanding of, modern fundraising/marketing strategies.

##### Desirable:

- Completed/Working towards undergraduate tertiary degree in business, humanities, law or other related discipline.
- Previous experience working in either non-profit organisations or in faith-based communities.

#### Application Process

To apply please send an email to [fundraising@larche.org.au](mailto:fundraising@larche.org.au) with your resume and a cover letter addressing the skills and experience required for the role by no later than COB on the 15<sup>th</sup> of October.



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#### Position Holder Verification

This verifies that the position holder has read and agreed to the attached requirements, and further agrees to perform these requirements to the standards expected of them. The voluntary intern recognises that the attached requirements are not exhaustive and may be directed to perform other duties as directed within his/her capabilities required.

Position Holder

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Manager

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_