



## Fundraising Coordinator

- Make a real difference to children that are blind or vision impaired
- Contribute to an exciting growth era of a unique school in Victoria that enables children to reach their potential, achieve employment and gain independence
- Work autonomously and with flexibility to drive the trust & foundation and corporate fundraising programs

### **Melbourne (Berwick)**

Permanent Full Time

There are about 1,000 children in Victoria who are blind or vision impaired. Many of these children do not cope well in the mainstream system and need specialist teaching to keep up or catch up with the state curriculum and learn the skills necessary to reach their potential and be best placed for future employment.

The Insight Education Centre for the Blind and Vision Impaired is entering a new era of growth and community engagement. With support from the Premier, Minister Merlino and the Department of Education and Training, the school is entering a substantial growth phase. The growth at Berwick will be substantially funded by the Victorian Government but support from the community is needed to achieve Insight's goals to deliver its outreach program (*InsightOut*) to mainstream students.

The Insight Education Centre is seeking a Fundraising Coordinator with experience in Trust & Foundation and / or Corporate fundraising, to autonomously run these programs.

### **Key responsibilities:**

- Research and identify funding opportunities (T&Fs, corporate)
- Prepare grant applications
- Manage relationships with granting body personnel

- Manage acquittal process
- Build and manage a sustainable pipeline of grant applications to ensure funding targets are achieved
- Assist with stewardship of major donors and online fundraising campaigns
- Preparation of 2-4 donor newsletters per year
- Acknowledgement/receipting of grants / donations received to donors and occasionally via website
- You will be the sole fundraiser working within a leadership team and answering to the Managing Director / Founder

**The ideal candidate will:**

- Have excellent written skills
- Have demonstrated experience with T&F and /or corporate fundraising programs
- Have excellent interpersonal skills and be comfortable managing relationships with stakeholders of all levels
- Be able to work autonomously
- Have initiative
- Be comfortable working in an entrepreneurial, innovative environment with a passionate team of professionals

If you want to contribute to improving the lives of hundreds of young people with vision loss, their families, and their communities, apply for this position.

The position offers a competitive package.

To request a position description or apply for this position, please send us an email to [people@insightvision.org.au](mailto:people@insightvision.org.au). Applications should include your CV and a short covering letter.

Thank you for your interest and taking the time to read this advertisement. We are very keen to not only identify and hire the right person for this position but we are also dedicated to ensuring that every single person who expresses interest in this role is given the best possible chance to succeed.

## ***About Us***

Insight Education Centre for the Blind and Vision Impaired, located in Berwick, is a unique and dynamic organisation that combines the best of two very different worlds – on one side, this organisation is a shining example of world's best practice education in the disability sector – on the other side, this organisation has an administration and corporate persona that would parallel the most dynamic “start-up” organisation.

Insight is dedicated to ensuring that blind and vision impaired children have the best opportunity possible to reach adulthood having achieved independence, which includes a job, an income and life options.

Insight was established in 2009 and has a purpose-built school situated on the Monash University campus in Berwick. Insight also has 3 fully-fitted mobile classrooms, a fleet of buses, 2 satellite units planned for mainstream schools, and a low-cost education and business model that can be easily replicated throughout the country. In addition, it has developed a world-class educational model that includes standard academic subjects taught in accessible ways, as well as a suite of skills that blind or vision impaired children need to learn in order to live an independent life.