



DUTY STATEMENT

ENGAGEMENT AND FUNDRAISING COORDINATOR

POSITION TITLE Engagement and Fundraising Coordinator	LENGTH OF EMPLOYMENT 2 years initially
EMPLOYER NAME Centre for Stories	EFFECTIVE DATE July 1 st 2024
DUTIES BASED ON <input type="checkbox"/> Full Time <input checked="" type="checkbox"/> Part Time	PHYSICAL WORK LOCATION 100 Aberdeen St, Northbridge WA 6003
SALARY \$82,000 - \$85,000pa+ Superannuation prorated 2.5 days \$41,000 - \$42,250 + super	HOURS 18.75 hours per week (2.5 days)

GENERAL STATEMENT

The Centre for Stories is an arts non-profit that uses storytelling for social cohesion. Based in Northbridge, it is a place for diverse people to tell and share their stories. This is in oral and written form and our offerings include festivals, mentoring, publications, fellowships and more. Established in 2015 by John and Caroline Wood, the Centre has gained multiyear funding from state and federal government in the last twelve months and is poised to consolidate this recent growth.

Centre for Stories artistic program encompasses fiction, creative non-fiction, poetry and first-person lived experience of people whose perspectives and voices are underrepresented or simply silenced in Western Australia's creative sector.

Centre for Stories recognises and respects the singular importance of First Nations stories and storytellers, and seeks to amplify the voices of new migrants, people of colour and refugees, as well as those who identify as sexual minorities and/or as disabled people. The Centre is conscious that the stories we share, the storytellers to whom we offer a platform, and the writers we publish ignite new conversations.

Centre for Stories nurtures emerging and established storytellers and writers to cherish, cultivate and present unique narratives that inspire, spark empathy and challenge intolerance. Creative excellence is at our core and all creatives are nurtured to craft the stories that they want to tell without the pressure of representation.

Our Values

• Creativity

We believe in the power of storytelling. We are driven by passion and curiosity.

• Authenticity

We support storytellers and writers from under-represented communities to tell their stories, in their own voices, and in their own ways. Our community-led initiatives are delivered by industry experts who share the same lived experiences as our participants.

• Collaboration

We listen and respond to our communities. We amplify the impact of our work through effective and strategic partnerships.

• Inclusion

We are outward looking and supportive. We create a safe space for people to come together, share their stories, and learn from one another.

THE POSITION

Centre for Stories is looking for a dynamic, highly motivated and energetic individual who aligns with our goals and wants to make a contribution to the growth of the Centre for Stories.

The Engagement and Fundraising Coordinator is responsible to the CEO for the planning, delivery and management of engagement strategies that deliver increased financial and in-kind support to the Centre.

The position requires a person with vision and flair and an understanding of the contribution and impact of the arts to wider society.

As an Employee of the Centre you will live by our values and vision and use your passion to make an impact both internally and externally.

To be successful in this role you will need to establish a strong understanding of how we operate and our diverse range of programs and services.

You will work closely with our program staff to cultivate opportunities where funding opportunities can be explored.

KEY RESPONSIBILITIES INCLUDE:

Developing a funding strategy for 2025 – 2028

Engaging with current stakeholders and supporter base to leverage opportunities.

Optimising funding and growth opportunities across community, government and the private sector.

Ensure timely advice and reporting on key initiatives and opportunities.

Maintain an up-to-date record of donors and supporters.

Manage cultivation and stewardship events.

Adopt a persuasive narrative that attracts diverse interests.

Contribute to the coordination of communication initiatives that promote the Centre.

Research ongoing opportunities for prospective fundraising.

SELECTION CRITERIA

Ethical and values driven approach to working collaboratively.

Demonstrated passion and enthusiasm for the arts.

Strong administrative, verbal and written communication skills.

Ability to work well as a team member.

Experience in a similar role.

Ability to negotiate, be persuasive, develop trust and maintain effective relationships.

Self-motivated and willing to take initiative.

Demonstrated outcome focussed approach in previous roles.

THE PROCESS

This is a part time position located in Northbridge, Perth. Centre for Stories encourages and welcomes applications from people with disability, the LGBTQI+ communities, from Aboriginal and Torres Strait Islander people, and people from culturally and linguistically diverse backgrounds.

Your application should be submitted by email (info@centreforstories.com) and include two pdf attachments:

- A written response to each selection criteria (no more than two pages)
- A CV with two current references (no more than two pages)

For enquiries about this role or your application, please contact Centre for Stories CEO, Caroline Wood at caroline@centreforstories.com

Applications are to be emailed to info@centreforstories.com by 5.00pm on Friday May 17th 2024. Interviews will be conducted in the week commencing Monday, June 3rd 2024.

For more information about the Centre for Stories visit our [website](#).