



POSITION DESCRIPTION

Ongoing Giving Fundraiser

Status of Employment:	Casual Contractor
Reports to:	Ongoing Giving Manager
Responsible to:	Ongoing Giving Manager

Purpose of the position

To recruit financial supporters for Rainforest Rescue enabling the organisation to fund its rainforest restoration, research, property purchase and protection projects on a sustainable basis.

Core Responsibilities

Represent Rainforest Rescue in the community undertaking direct dialogue engagement with individuals with a view to gaining their ongoing financial commitment.

Key Result Areas and Accountabilities

Recruitment of Ongoing Givers

- Gain the commitment of individuals to the Ongoing Giving Program through direct dialogue.
- Meet established targets outlined as being one confirmed supporter for every two hours worked.
- Ensure supporter details collected on the Ongoing Giving Supporter form are legible.
- Sale of merchandise and accurate receipting where applicable.
- Liaise regularly via e-mail with the Ongoing Giving Manager regarding events, venues, project information and rostering.
- Stall and venue set up and pack down, ensuring resources are presentable and appealing
- Manage marketing materials used to facilitate recruitment of Ongoing Givers

Security

- Ensure the security of confidential information on the Ongoing Giving Supporter forms.
- Ensure the security of cash through donations or merchandise sales.
- Adherence to the Rainforest Rescue Privacy Policy

Reporting

- Ensure that Ongoing Giving supporter forms are returned within agreed time frames to the office
- Contact Ongoing Giving Manager at the end of each shift via e-mail or text as to performance
- Attend organizational training and/or briefing days as requested.
- Inform Ongoing Giving Manager of any incidents or issues that may arise with venue managers or members of the general public.

Special Requirements

- Availability for weekend and/or out of hours work.

Remuneration

- \$20 to \$25 per hour dependant upon performance.

Rainforest Rescue requirements

- Take responsibility for your own safety as well as that of other representatives, volunteers and visitors to Rainforest Rescue stalls and events
- All media representation must be submitted and approved by the Ongoing Giving Manager, who will seek approval from the Communications Manager and/or Executive Officer

The duties as specified above may be altered in accordance with the changing requirements of the position. All changes will be advised in writing.

SELECTION CRITERIA

Essential

1. Knowledge of and empathy for rainforest conservation.
2. Proven ability in a sales, marketing or sponsorship role.
3. High-level interpersonal and oral communication skills, including the ability to relate to a variety of people.
4. High-level organisational skills.
5. Ability to gain and share knowledge of Rainforest Rescue projects.
6. Commitment to personal development associated with the role.

I confirm that the requirements of the role are specified clearly above and that any material changes will be provided in writing. I confirm my understanding and acceptance of this Ongoing Giving Canvasser Position Description.

Name: _____ Date: _____

Confirmed by the Ongoing Giving Manager

Name: _____ Date: _____

Casual Employment with Rainforest Rescue as a Contractor

Rainforest Rescue is a not for profit organisation committed to protecting rainforests forever. This is achieved by creating opportunities for individuals, philanthropic trusts and businesses to finance successful projects to save our dwindling rainforests. These projects involve on-ground rainforest restoration, research aimed at improving rainforest restoration outcomes and the purchase and protection of high conservation value rainforest.

Rainforest Rescue is registered as an Australian Company Limited by Guarantee. Established in 1999 the organisation has a board of directors that have responsibility for the overall management of the company.

Rainforest Rescue engages contractors to undertake specific roles and tasks. Contractors are independent operators providing a service to Rainforest Rescue.

Contractors are responsible for

- 1 Their own insurances
- 2 Their own superannuation

Contractors are required to

- 1 Have a ABN
- 2 Provide their own transport
- 3 Submit a tax-invoice for services provided on the 1st of each month or soon thereafter using our contractor template

All invoices will be paid within 30 days from receipt