



## UNAA Partnerships and Fundraising Lead

**Role purpose:** supports the National President, Executive, and Fundraising Committee to maintain partnerships and implement fundraising strategy, building relationships and revenue that enable UNAA National, and where appropriate, Divisions, to deliver programs aligned with UNAA goals.

- Volunteer role contributing to the design and leadership of UNAA's fundraising and partnership activities.
- Coordinate agendas, papers, minutes, and decisions / action lists for the Fundraising Committee meetings.
- Prepare and maintain a suite of fundraising prospectuses, and establish community giving and donor campaigns.
- Develop and maintain a database of philanthropic, sponsor, and grantmaking organisations, including communication history, mutual commitments, acknowledgements, and relationship-building activities.
- Support the National President and Board in managing the Multiculturalism and UN Alliance, including coordination of volunteer contributions.
- Advise the Board and National Office on additional reporting requirements arising from partnerships or fundraising submissions.
- Coordinate the work of other volunteers supporting partnerships and fundraising initiatives.
- Collaborate with the National President to develop and implement a partnerships strategy.
- Actively contribute as a member of the UNAA National Office volunteer team by participating in monthly meetings and sharing key updates, insights, and learnings across projects and initiatives.
- Additional responsibilities to be confirmed following development of the workplan and further Board initiatives.