



## **VOLUNTEER FUNDRAISING ASSISTANT**

Our charity, Microlend Australia is seeking a volunteer who would like to take on the role of Fundraiser Assistant for our Branch network.

### **About Microlend Australia**

Microlend Australia was established in 2013 as a registered Australian Not-For-Profit organisation with the aim of glorifying God by empowering impoverished people to break free from the cycle of poverty. We do this by assisting people in establishing various business enterprises so that they can enjoy basic human rights, a reasonable living standard and become self-sustaining. We form microfinance branches throughout Australia and the other parts of the Western world which undertake the following activities:

1. Fundraising and seeking donations from the local community by:
  - Hosting charity events (e.g., Gala Dinners)
  - Marketing and promotion of the organisation
  - Commercial investments and business enterprises to generate income
2. Growing our branch membership
3. Creating overseas centres for the purpose of establishing small business enterprises among the poor
4. Monitoring of the loan funds and overseas business activities

Microlend Australia is seeking a Fundraising Assistant to work under the guidance of our Fundraising Coordinator

### **The Fundraising Assistants Duties Include:**

1. Develop and execute community marketing and promotional plan to raise awareness of Microlend Australia and its mission within the local community (e.g. letter drops, advertising, stand at local shows/events)
2. Facilitate fundraising activities in local area to generate an increase in donations, bequests and fundraising partnerships (e.g. at private donations, corporate events, churches, clubs, business and other interest groups)
3. Positively representing Microlend Australia at various community groups
4. Coordinate fundraising compliance requirements, including maintaining compliance register and ensuring documentation is processed in a timely manner
5. Bringing fresh ideas and perspectives to the way we undertake fundraising
6. Work in close collaboration with Branch President and Treasurer other teams, including Marketing and Communications, to ensure alignment and Branch-wide objectives are met

**For more details, or to apply contact as below**

#### **MICROLEND AUSTRALIA LTD.**

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