



Position Description: Fundraising Coordinator (Volunteer)

About Ngalaya

Ngalaya Indigenous Corporation is the peak body representing over 400 First Nations lawyers and 350 First Nations law students in New South Wales. Ngalaya is a registered charity founded in 1997 by a group of First Nations law students. Ngalaya is run by a volunteer board of First Nations people.

Ngalaya is committed to supporting the next generation of First Nations lawmakers and is establishing several new volunteer roles and sub-committees to build its organisational capacity.

About the role

The Fundraising Coordinator is a volunteer role reporting to Ngalaya's Executive Director. Ngalaya's Fundraising Coordinator will be responsible for managing a small number of volunteers and coordinating Ngalaya's overall fundraising efforts.

This will include working with the Ngalaya Board and Executive Director and third-party organisations to secure financial contributions to Ngalaya and organise fundraising events.

Ngalaya's goal is to secure sufficient funding to support our administrative operations and provide financial support and opportunities for Ngalaya Members.

Key responsibilities

- Coordinating Ngalaya's Fundraising Sub-Committee, including the recruitment of volunteers, delegation of work, and overall responsibility of fundraising.
- Identifying opportunities for Ngalaya to create new partnerships with law firms, community organisations and other corporations.
- Managing fundraising events and initiatives, in collaboration with the Ngalaya Events Coordinator and necessary third parties.
- Seeking out grant and philanthropic funding opportunities that are relevant to Ngalaya's goals.
- Coordinating Ngalaya's application for grants, in collaboration with the Ngalaya Board, Executive Director and any relevant third parties.
- Meeting key fundraising targets.

Essential criteria

- Excellent written and verbal communication skills.

- Strong attention to detail, and a proven ability to meet requirements including style, referencing style, word limit and the use of appropriate terminology.
- A high level of organisational skills, time management, and a commitment to prioritising Ngalaya work when necessary.
- A good understanding of the legal profession.
- An excellent understanding of First Nations culture and legal issues facing First Nations people.
- Creativity in your approach to fundraising and potential fundraising sources.
- Demonstrated experience with creating budgets.

Desirable criteria

- Experience with project management and coordinating volunteers.
- Experience fundraising and grant applications.
- Legal studies.
- Communication/marketing studies.

To apply for this position

Interested applicants should submit a copy of their CV and a cover letter addressing the responsibilities and essential criteria for the role to Jason O'Neil, Executive Director of Ngalaya by email: jason.oneil@ngalaya.org.au

Applicants should identify any other volunteer roles with Ngalaya that they might be interested in.

Interested applicants can also contact Jason on 0435 125 569 to discuss the role.