



## Position Description - Vice President, Head of Fundraising (Volunteer role)

**Who we are:** *The CBR Gals Network is a feminist not-for-profit organisation that consciously connects and advances Canberran women and amplifies their businesses.*

We know all too well that Canberra is ‘just so easy!’—to get around, to work, and, more generally, to live. But one thing that is also ‘just so easy’ about the Bush Capital is getting into a bubble. That means for both gals born and bred and international people to interstate students, meeting new people and networking can be hard.

That’s why we created the CBR Gals Network to encourage women to get to know one another outside of the Canberra bubble, celebrating their unique differences and fostering an inclusive culture in Canberra.

We encourage any person with no or limited board experience to apply, as we provide extensive board education and guidance. We hope this Board Position allows the office bearer to advance their career and leadership within their community.

<b>Vice President</b>	
<b>Role Purpose</b>	<p>We are looking to bring in a Vice President of the Board to oversee the fundraising affairs of our organisation.</p> <p>In this role, you will support the President in carrying out the responsibilities and to officiate in the absence of the President. Your primary function is to manage the CBR Gals fundraising activities. You will work with the board of directors to provide advice regarding potential opportunities, risks and implications of future fundraising plans. You will provide advice regarding grants and partnerships for the achievement of our strategic plan.</p>
<b>Location</b>	The role is located within Canberra, Australian Capital Territory (unless otherwise specified) and will be carried out remotely, and at regular ACT-based events.
<b>Qualifications and skills</b>	<ul style="list-style-type: none"> <li>● Previous experience working as a communications professional, preferably in fundraising or sales.</li> <li>● Knowledge of fundrasings techniques and programs.</li> <li>● Project management skills.</li> <li>● Ability to write and present analytical reports.</li> </ul>
<b>Core</b>	<ul style="list-style-type: none"> <li>● Further develop and implement the fundraising strategy.</li> </ul>



	<p><b>responsibilities</b></p>	<ul style="list-style-type: none"> <li>● Formulate fundraisings policies and strategies based on market intelligence and research projections.</li> <li>● Implement and monitor the progress of fundraising plans and campaigns.</li> <li>● Personally, carry out administrative duties as assigned by the Chair/Executive Director</li> <li>● Advise the Board on risk assessments.</li> <li>● Serve on the Executive Advisory Committee between Board meetings.</li> <li>● Follow the appropriate communication channels and follow all policies and procedures designated throughout the full organisation, if unsure of any procedure contact the Chair/Executive Director.</li> <li>● Serve on Board committees as required.</li> <li>● Attend all events.</li> </ul>
	<p><b>Other duties</b></p>	<p>From time to time, the Board Member may be required to undertake some other duties to support the CBR Gals Network. Examples include</p> <ul style="list-style-type: none"> <li>● Representing CBR Gals Network at meetings, forums or events as required by the Board President, and liaising with the CBR Gals Network stakeholders.</li> <li>● Actively participating in organisational planning and team culture activities.</li> <li>● With the Chair/Executive Director, prepare the agenda in advance of each Board meeting</li> <li>● Handling the procedures for the admission of new members and the resignation of members with the chair</li> <li>● Handling the procedures for the discipline, suspension and expulsion of members</li> </ul>