

ROMAC ROLE DESCRIPTION

ROLE TITLE: Donation Coordinator

ROLE TYPE: Volunteer, Consultant

LOCATION: In Australia or New Zealand, virtual as donations@romac.org.au

REPORTS TO: Deputy Chair

MAIN DUTIES/RESPONSIBILITIES:

- Support ROMAC fundraising campaigns for donor Clubs, Districts and other Rotary and Non-Rotary supporters
- Help the Regional Chairs establish relationships between ROMAC and current and potential Donors, Government and Commercial/Industry groups and Sponsors and provide support to ROMAC Regional Committees for their fundraising initiatives
- Assist the Treasurer to thank all donors for their contributions
- Ensure the ROMAC Website and all marketing communications, with respect to donations, bequests and fundraising initiatives, are targeted, accurate and effective, and
- Administer the Donor database

SKILLS & EXPERIENCE

Qualifications:

- Management, marketing and communications qualifications and/or training

Experience:

- Some experience in developing and implementing donation or fundraising initiatives or direct marketing in voluntary or not-for-profit organisations
- While not essential, it would be beneficial for an applicant to have experience with Rotary or Rotaract

Skills:

- Marketing communication skills
- Excellent verbal and written communication skills
- Excellent interpersonal skills
- Numeracy skills
- Ability to meet deadlines and reporting requirements

PERFORMANCE GOALS:

- Complete tasks and projects on time
- Represent ROMAC appropriately at all times, as per the ROMAC Code of Conduct

Role Description Name: Donation Coordinator	Version: FINAL
Prepared by: Maggie Alexander, HR, Training & Recruitment Chair	Date: 9 June 2025
Approved by: Glenys Parton, Chair; Peter Garnett, Deputy Chair	Pages: 1