



The EastWeb Fund  
C/- The Melbourne Community Foundation  
Suite 6, 19-35 Gertrude Street  
Fitzroy, VIC 3065  
eastweb@infoxchange.net.au  
www.eastweb.org.au

Supporting Communities, Strengthening Voices

## Position Description

# **COORDINATOR**

### Part Time

#### **BACKGROUND**

The EastWeb Fund, a sub-fund of the Melbourne Community Foundation, was established in 2005 by a group of young people to work in partnership with Victoria's Indigenous, Asylum Seeker and Refugee communities to develop community capacity, promote self-determination and create long-term social change.

EastWeb offers small grants of up to \$2000, as well as in-kind support, volunteer provision and networking to grass-roots projects developed by these communities in the areas of health, education, employment and cultural promotion and maintenance. Since its inception, EastWeb has developed a corpus of over \$250,000 and made distributions of \$50,000.

As one of the only youth voices within the philanthropic sector, EastWeb has an important role to play in driving change through innovative and dynamic grant-making, and by creating new ways of doing philanthropy, based on youth engagement and grassroots community involvement. Part of this process is about working with the philanthropic sector and the community at large, to ensure the communities Eastweb supports are resourced sufficiently to ensure their own development.

#### **KEY RESPONSIBILITIES**

This 2 day per week position will involve:

- 1 Management of the day to day administrative operations of The EastWeb Fund including grant application and evaluation administration.
- 2 Development of the EastWeb 'model' – including incorporation of EastWeb's governance policies and procedures, granting guidelines and fundraising guidelines into a succinct and accessible 'model' for replication by other organisations.
- 3 Organisational Capacity building, including fundraising and the development, in collaboration with the Board of an EastWeb 'Skills-Bank', ensuring the provision of volunteers and in-kind support to community based organisations as required.

#### **ACCOUNTABILITY**

The EastWeb Co-ordinator will be responsible to, and work in partnership with, the EastWeb advisory Board, and will be employed by the Melbourne Community Foundation

#### **KEY SKILLS AND EXPERIENCE**

**Commitment:** to Community development and Social Change, particularly as they relate to Indigenous, Asylum Seeker and Refugee communities, youth engagement and grassroots community activism.



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**Organisational Development skills:** Including the enthusiasm and capacity to develop a sustainable and dynamic youth driven organisation consistent with the stated vision and strategy of The EastWeb Fund. Central to this is the capacity to develop a strong in-kind support base for EastWeb and the communities EastWeb supports as part of the EastWeb '**SkillsBank**'.

**Fundraising:** The ability to assist the Board in developing and implementing a funds development strategy to increase The EastWeb Fund's corpus to \$1 Million within 5 years.

**People skills:** The capacity to liaise, network and coordinate with a broad range of groups including donors, potential donors, other trusts and foundations, corporations and corporate foundations, community organisations, groups and individuals.

**Written and verbal communication skills:** The capacity to prepare written reports, policy papers, strategy plans, business, marketing and funds development plans and articles for the media and wider public consumption. The capacity to present effectively to diverse audiences, ranging from the Board, business, government, community sector organizations, the media as well as to donors and the wider public and other stakeholder groups.

**Desirable:**

- Experience in development of an entrepreneurial organisation.
- Experience in grass-roots, community driven organisations.
- An understanding of philanthropic giving, government funding and corporate funding
- Experience in public relations, marketing and the media.

**REMUNERATION**

The position is .4 (two days per week) × \$48,000 per annum.

**CONTACT**

For further information, please contact Alistair Webster (0413 779 348) or Nina Collins (0410 865 105). Applications should include a cover letter, current Curriculum Vitae and relevant references, and can be sent to [eastweb@infoxchange.net.au](mailto:eastweb@infoxchange.net.au). Applications will be accepted until the position is filled.

***EastWeb values the participation of Indigenous, Asylum Seeker and Refugee community members, and encourages applications from members of these communities.***