

MERRI CREEK MANAGEMENT COMMITTEE

POSITION DESCRIPTION

FUNDRAISING SUB-COMMITTEE MEMBER



The Fundraising Subcommittee will lead and assist in the fundraising efforts of the Merri Creek Management Committee, supporting the CEO and Communication & Engagement Coordinator. The key focus of the Subcommittee is to support strategic revenue initiatives and MCMC awareness opportunities to potential financial supporters.

Members should have skills and experience in direct fundraising, planning and delivering events, donor support, individual giving, managing bequests, online/digital fundraising, and/or organising fundraising appeals/campaigns/events.

This is a part-time volunteer position, with monthly meetings (initially) and then quarterly after that. Between meetings the Subcommittee members will work on tasks to develop and implement the Fundraising Plan that supports MCMC's Funding Plan, Strategic Plan, and activities. Subcommittee members will be encouraged to attend MCMC fundraising and community events and to engage with existing donors.

Skills and Experience

Essential:

- Supporting and/or leading direct fundraising / individual giving programs.
- Leading and/or supporting the planning and delivery of fundraising events.
- Supporting individual donors.
- High level communications skills, including written and verbal.

Highly Desirable:

- Knowledge of and/or interest in the Merri Creek and catchment and the community that supports and lives along the creek.
- High level social media / digital skills (specifically in relation to fundraising/ marketing/ communications).
- Understanding of not-for-profit organisations and how they operate.

Personal Attributes:

- High level of energy and enthusiasm
- Initiative and creative thinking
- Ability to work constructively within a team
- Good time management skills
- Demonstrated ability to progress and complete initiatives.

Key Relationships:

- MCMC Committee of Management
- MCMC Chief Executive Officer
- Major donors to MCMC
- Corporate & philanthropic sponsors and partners

Approved by: MCMC Chief Executive Officer	Approval Date: 15/7/2025
Author: MCMC Chief Executive Officer	Review Due: 15/7/2026

Merri Creek Management Committee Inc. comprises:

City of Darebin Hume City Council Melbourne Water Merri-bek City Council Mitchell Shire Council
City of Whittlesea City of Yarra Friends of Merri Creek Inc Wallan Environment Group Inc