

Advocacy and Fundraising Coordinator

Position Description

Position Overview

Community Power Agency (CPA) is in search of a driven and seasoned Advocacy and Fundraising Coordinator to enrich our team. This critical position involves orchestrating advocacy, campaigns, projects, and fundraising initiatives crucial to advancing our mission of driving a fair and fast transition to renewable energy. The successful candidate must possess a proactive attitude, a passion for our cause, and be prepared to travel to build our networks, connect with funders and attend events to present on issues central to the organisation's goals.

About Community Power Agency

Established in 2011, Community Power Agency (CPA) is a leading organisation supporting communities to engage in and benefit from the transition to renewable energy. We are a not-for-profit organisation that believes all Australians, regardless of where they live or what they earn, should have the right and the opportunity to participate in the clean energy transition, and by involving them we build the strong groundswell of support needed to facilitate a rapid transition to a clean energy future. CPA is a registered charity with Deductible Gift Recipient status.

Our small dynamic team delivers advocacy, innovation, advice and capacity building to achieve our mission. We are a radically different organisation as a workers co-operative with both advocacy and fee-for-service work streams. We specialise in supporting communities to navigate the complex process of developing their own clean energy projects and focus on building the capacity within communities, industry and government while fostering collaboration. We also work to address the systemic barriers facing the sector as a whole and play an active role in bringing socially-responsible, community beneficial business models into the Australian renewable energy market.

The role

Position: Advocacy and Fundraising Coordinator

Salary (FTE): \$91,650 per annum pro-rata plus 11% superannuation.

Location: Strong preference for proximity to Sydney or Melbourne, however Community Power Agency has a flexible approach to working, with all staff working remotely and for the right candidate we will consider outside of this area if able to travel to major cities regularly.

Time commitment: 3-5 days/week (22.5-37.5hrs/week). Must be able to work Tuesdays and ideally Fridays.

Contract period: 12-month position, with view to extend pending funding.

Travel: Within NSW and Vic required at least monthly and nationally on occasion.

Role responsibilities

- Coordinate advocacy strategies and campaigns to advance CPA's goals and objectives, including meeting with government stakeholders and representing the organisation at events/conferences and presenting key content.
- Lead the development and implementation of a fundraising plan to secure funds from individuals, foundations, and other sources to support CPA's programs and initiatives.
- Cultivate and maintain relationships with donors (including stewardship and recognition of efforts) and key stakeholders, including policymakers and community leaders, through regular communication and engagement.
- Lead and support other CPA projects, including managing budgets, timelines, resources, and deliverables, while integrating a community organising approach and working closely with our network of community energy groups and other partners.
- Contribute to research and analysis to inform advocacy efforts, campaign messaging, and fundraising strategies, staying informed about current developments in the renewable energy sector.
- Monitor and evaluate the effectiveness of advocacy, campaigning, and fundraising activities and contribute to adjusting strategies as needed.

Key attributes

- Demonstrated experience in advocacy, campaigning, and fundraising, preferably in the nonprofit, social enterprise or renewable energy sector.
- Strong communication and interpersonal skills, with the ability to build relationships, engage stakeholders, and attract funds.
- Familiarity with planning and delivering community organising and/or community development approaches.
- Detail-oriented with the ability to assist in analysing complex issues from a systems perspective and use this to inform effective advocacy and fundraising strategies.
- Ability to design creative campaign messaging, collateral and fundraising appeals.
- Highly developed organisational skills with the ability to lead the coordination of multiple initiatives and meet deadlines.
- Willingness to travel and attend events regularly, including presenting on issues relevant to the organisation.
- Commitment to CPA's mission and values, with a passion for driving positive change in the renewable energy sector.

Our values and how we work

Community Power Agency is a workers cooperative – a business entity that is owned and controlled by the workers. Employees of the cooperative actively contribute to the direction the business takes. The work we choose to do and why, is directed by the employees – their shared values, hopes and visions – as well as by a mutual responsibility and care for the cooperative.

We strive for egalitarianism and share leadership within the organisation. As such, we all take responsibility for holding ourselves and each other to account. A key part of this commitment is our policy of pay equity. We believe that people are inherently of equal value, so instead of paying some people more, we have sought to share/redistribute responsibility, power and knowledge. Instead of a typical line of management we build people's capacity, skills and confidence through mentoring, working collaboratively, and opening up opportunities for passionate people to 'give it a go'.

CPA recognises that the *way* we make change is as important as the outcomes. We are supportive, honest and transparent in the way we work internally and externally. We offer flexible and remote working options, and pro-rata public holiday leave (so regardless of whether your normal work day falls on a public holiday you receive the pro-rata additional leave). As a nimble, dynamic and dispersed team, we put energy into remaining connected. We

invest in getting together face-to-face twice a year to evaluate, strategise and connect as a team. We are continuously improving our way of operating to remain adaptable in a rapidly evolving sector.

People that will thrive in CPA are

- Motivated by values & mission for positive change
- Highly self motivated
- Enjoy collaboration both within our organisation and externally
- Community-focused
- Task orientated and organised
- Interested in modelling more democratic ways of working
- Reliable and can be counted on to deliver

Selection criteria

The following criteria will be used to assess applicants that make it to the interview stage of our recruitment process.

1. Commitment to CPA's mission, vision, and values.
2. Demonstrated experience and interest in advocacy, campaigning, and fundraising, preferably within nonprofits, social enterprises and/or renewable energy.
3. Excellent communication and interpersonal skills for building relationships and securing funds effectively.
4. Strong strategic thinking and problem-solving abilities, with a track record in developing effective campaign messaging and fundraising appeals.
5. Exceptional organisational skills, capable of coordinating multiple initiatives and supporting strategy development.
6. Demonstrated proactive, can-do attitude with a strong ability to work independently, remotely and responsively.
7. Willingness to travel regularly, engage with stakeholders, facilitate workshops and present on relevant issues.

Desirable

- Knowledge of climate and energy justice and experience of community energy and/or community engagement in the renewables sector.
- Digitally savvy: Experience in Google Suite, Monday.com, Air Table, Canva and social media tools.

We encourage you to apply even if you don't have 100% of the selection criteria characteristics. A passion for the work and an eagerness to learn are the most important things.

How to apply

We use an [online form](#) to collate applications so that we can easily assess on merit and values alignment, separately from looking at your CV.

We strive to be an equal opportunity employer; Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds and LGBTIQ people are encouraged to apply.

To be considered for this position, applicants should have current working rights for Australia and a Class C Drivers Licence.

We respectfully request that recruitment agencies do not submit applications for this position.

Applications close at 5pm Monday 15th April 2024.