



Position Description

We are looking for someone to join our team who is passionate about the work of Maranatha Health, aligns with the MH values, and enjoys connecting with people. Our ideal candidate would have experience managing volunteers, be a great oral and written communicator, and possess the flexibility and initiative that is required to work for a small not-for-profit run by volunteers.

POSITION TITLE: MHA Coordinator

EMPLOYMENT STATUS: Part time 0.2FTE (1 day per week – hours can be worked over multiple days)

LOCATION: Flexible

REPORTING TO: The Maranatha Health Australia Board - Board Chair or other agreed board member

POSITION OVERVIEW:

The Program Coordinator is responsible for the oversight and coordination of core Maranatha Health Australia (MHA) activities. These include donor engagement, coordinating MHA volunteers, communications and administrative tasks. The Coordinator will work closely with Board members, an established volunteer base and the MH Action group to carry out this role.

KEY POSITION RESPONSIBILITIES AND DUTIES:

Donor development and engagement

- Strengthen and expand the donor base by identifying and approaching individuals, churches and other groups with partnership proposals.
- Coordinate data entry and receipting of donations with established volunteers who carry out this function.
- Coordinate donor engagement, with particular attention to developing long term relationships with donors, thanking and appreciating donors for their gifts, and engaging them further in MH's work.

Volunteer coordination

- Identify volunteer gaps and, either through recruiting individual volunteers or fostering partnerships with corporate groups, fulfill MHA volunteer needs.
- Provide orientation, support and appreciation to volunteer team.
- Ensure volunteers work within policy guidelines and role descriptions.
- Work closely with the MH Action Team to establish, support and grow the group.

Communications

- Liaise with Ugandan partner staff for information, stories and pictures to share with donors.



MARANATHA HEALTH

- Coordinate and develop engaging content for all communication channels, specifically the website, the quarterly newsletter, social media and the Annual Report.
- Coordinate and action all MHA appeals, including the End of Financial Year and Christmas appeals, in partnership with volunteers.
- Coordinate any collateral updates the Board have identified, ie. cards, brochures, posters.

Administration

- Provide a collaborative link between Board members, volunteers, and partner organisations.
- Manage the MHA email account.
- Ensure accurate records are maintained on the MHA database.

THE PERSON:

Experience, Skills and Attributes:

ESSENTIAL:

- Exceptional written and oral communication skills with a customer focused approach.
- Demonstrated leadership skills and experience managing and supporting volunteers.
- Flexibility and ability to work with changing demands in a small, tight knit community.
- Ability to work independently and a willingness to develop new skills.
- Ability to advocate for Maranatha Health.
- Good people skills and experience in building networks.
- Organised and able to meet deadlines.
- Intermediate to advanced computer skills.
- Willingness to comply with all MHA policies, including regarding professional standards, privacy and record keeping.
- An alignment with and willingness to uphold the core values and operational principles of Maranatha Health.

DESIRABLE:

- Fundraising experience and experience developing philanthropic partnerships.
- Experience using the Salesforce database, Mailchimp and/or google drive.

Interested applicants are invited to send a cover letter and their CV to contact@maranathahealth.org by 5th January 2022