

Position Description

Treasurer and Fundraising Manager

About the Rights Advocacy Project (RAP)

The Rights Advocacy Project (RAP) is a community of lawyers and activists working to advance human rights and civil liberties in Australia. Our mission is to empower and connect the next generation of human rights advocates by providing them with the knowledge and tools to plan and execute strategic advocacy projects for fairer and more just laws.

RAP connects teams of early-career human rights advocates, known as program advocates, with established human rights advocates in a program where they work on strategic and high impact law reform projects in pursuit of systemic change.

Empowering the next generation

- We provide program advocates with **knowledge and tools** about law reform and campaigning so they can design and deliver projects
- We foster a **community** of human rights advocates

Our projects

- Our work is **focused on solutions and change**
- Our work is **strategic** and targets long-term law reform issues
- Our work **adds value**
- Our work is **rigorous**
- Our work is **clear, persuasive and accessible**

RAP's work is led by a Steering Committee of volunteer members. See the [RAP website](#) for a list of the current Steering Committee members.

About Liberty Victoria

RAP is part of Liberty Victoria, an independent non-government organisation that has a long and proud history of campaigning to defend and extend human rights and civil liberties. The current President of Liberty Victoria is Michael Stanton.

Liberty Victoria supports the RAP program as a means of fostering emerging human rights advocates and engaging younger people in its work.

The work of Liberty Victoria is supported by members of the public who pay a membership fee. The organisation is run by two voluntary committees (Policy Committee and Management Committee) and one part-time employee, Grace Girardi, Executive Officer. The Management

Committee focuses primarily on administration of Liberty Victoria, events, fundraising and communications while the Policy Committee provides submissions to governments, responds to public debate on civil rights and fosters the development of human rights advocates. Members of the Management Committee and Policy Committee meet once a month. See the [Liberty Victoria website](#) for a list of the Committee members.

About the Treasurer and Fundraising Manager

The Treasurer and Fundraising Manager role is responsible for overseeing RAP's financial management. This role is also responsible for leading the development and implementation of RAP's fundraising strategy.

In this role you will monitor RAP's income and expenditure to ensure RAP stays within its budget. You will review past fundraising processes and identify future opportunities based on RAP's strengths, lead our fundraising campaigns and events, cultivate relationships with existing and new supporters, and manage our income generation activities. This role is performed with support from the Chair, Deputy Chair, and General Steering Committee members.

This role is ultimately responsible for ensuring the future financial sustainability of RAP in pursuit of its mission.

The successful candidate will also be a part of our Steering Committee, which oversees program development and strategy.

This is a volunteer position (approximately 2-3 hours per week).

Key responsibilities

- Attend monthly Steering Committee meetings (usually second Thursday of the month) and monthly Liberty Victoria meetings (usually first Tuesday of the month).
- Oversee the development of an annual budget and update and reassess this budget half yearly.
- Enter all income and expenses into the budget and reconcile income and expenses with Liberty Victoria's records.
- Analyse past fundraising strategies, provide strategic advice on funding, best practice procedures and sector trends to establish sustainable income streams for RAP.
- Identify opportunities for fundraising and work with the Chair, Deputy Chair, and General Steering Committee members to implement fundraising opportunities.
- Build and maintain long term funding relationships with donors and stakeholders.
- Implement strategies to expand RAP's supporter base.
- Ensure that the program is operating within budget and financially sustainable.
- Provide updates on RAP's finances at the monthly Steering Committee meeting including upcoming expenses for the month.

- Provide updates at monthly Steering Committee meetings about fundraising opportunities and report on fundraising activity and track against budget working.

Key measures of success

- The Steering Committee and Liberty Victoria are aware of RAP's financial position and fundraising activities.
- RAP is a financially sustainable organisation.
- RAP is an organisation that is financially accountable to its strategic objectives.

Key selection criteria

The key selection criteria for this role are:

- Passion for social justice and committed to RAP's mission;
- Capacity to oversee RAP's finances;
- Strategic planning and critical thinking skills;
- Effective communication skills;
- Proficiency with technology, particularly spreadsheets;
- Demonstrated success in supporting the development and execution of fundraising campaigns and securing income from diverse streams;
- Demonstrated ability to build partnerships and long-term relationships with a range of stakeholders;
- A high level of autonomy, personal integrity and demonstrated good judgement.
- Able to work in a way that is inclusive, intersectional, and anti-racist.

Qualifications and/or experience in accounting or financial management will be viewed favourably.

Experience within the human rights or not for profit sector, or a demonstrated commitment to social justice would be highly regarded.

How to apply

To apply for this position, please submit a current resume and short covering letter outlining your skills and interest in the position.

Applications should be emailed to rap@libertyvictoria.org.au. Applications will be assessed on a rolling basis.

For further information, go to rightsadvocacyproject.org.au or please contact us at rap@libertyvictoria.org.au.

RAP is committed to promoting diversity and inclusion. We encourage people from culturally diverse backgrounds, including Aboriginal and Torres Strait Islander people, to apply for this

position. We will make reasonable adjustments where possible for people with disabilities. All applicants will be considered for this role regardless of race, religion, sex, sexual orientation, gender identity or disability status.