

**Educating The Future Australia Limited
Youth Team - Job Description**

Position: Business Development Youth Team (Volunteer)

Position Date: July 16 2019



**EDUCATING
THE FUTURE**

About us:

Educating The Future (ETF) Australia Limited is a registered not-for-profit with the Australian Charities and Not-for-profits commission that aims to empower members of impoverished communities to achieve an improved quality of life and capacity to achieve their potential. ETF provides relief from poverty and generational disadvantage by providing access to preschool education. Funds raised by ETF in Australia enable the construction and/or renovation of preschool infrastructure in regional areas of Timor-Leste.

About you:

We are looking for a young individual that is committed to making a positive difference, working with others on various tasks in order to achieve Educating The Future's goal of providing construction and/or renovation of preschool infrastructure to Timor-Leste.

A lot of the work conducted by the Business Development team will be self-driven and taking initiative is key to a successful contribution. ETF does not require that applicants have specific skills or qualifications to join our team, including undertaking a university degree. We expect that at a minimum, you have an interest in this field and are willing to learn. However, you will be positioned to make an immediate impact in this team if you are from the following background:

- Commerce studies including finance, management, accounting and information systems students
- Engineering, law and medicine students
- Arts and social science students
- Any consulting experience (e.g. societies such as 180 Degrees Consulting, Enactus and Business One) will be looked on favourably

Position summary:

Educating The Future is a not-for-profit run by young people and we expect that you can work well with others in a fast-paced, dynamic, digital and innovative environment.

The Business Development team is responsible for supporting Educating The Future's strategic initiatives and overall direction. The Business Development team will support the capabilities of the other teams, and be involved in a range of long and short-term initiatives.

Other selection criteria:

- Willingness to learn and commit to the organisation
- Alignment with ETF's organisation values of youth-led, collaborative, transparent and accountable
- Ability to commit 6 hours per week including attending fortnightly workshops
- Ability to communicate and work independently and virtually

Key responsibilities:

- Strategic planning and review
- Post-tax deductibility fundraising plan
- Training and development activities
- Crowdfunding strategy
- Financial forecasting, analysis and dashboarding
- Customer relationship management
- Internal team optimisation
- University society partnerships

How to apply:

Please fill in the google form located on the application Facebook page (<https://web.facebook.com/events/2433375060018316/>) and contact the Educating The Future team at people@educatingthefuture.org with your CV and cover letter, along with any other information you believe will make you stand out as a desirable candidate.