Fundraising, Communications & Injury Prevention

- **Raising awareness**
- **Raising funds**
- **Dedicated to preventing injuries**
The team:

- General Manager
  - Senior Communications Coordinator
  - Events Coordinator
  - Fundraising Coordinator
  - Publications Coordinator
- Manager – Injury Prevention Programs
- SEAT Administration Officer
  - SEAT Project Officer
  - 20 volunteer SEAT presenters
- FCIP Volunteer
General Manager: Kathryn Farrell

- Leading a team of eight staff
- Executive Management Committee
- Managing major sponsorship and supporter relationships
- Major fundraising events
Manager – Injury Prevention Programs: Sheila Andrews

- Managing 20 volunteer Spinal Education Awareness Team (SEAT) presenters
- Marketing the schools-based SEAT program and SEAT at WORK program
- Injury prevention advocate
SEAT Administration Officer: Mark Farley

- Coordinating all school-based SEAT bookings throughout Queensland

- A SEAT presenter

* Mark works four days/week
SEAT Project Officer: Kristee Shepherd

- Marketing and communications support for the SEAT program
- Managing special projects
- SEAT presenter

* Kristee works three days/week
Senior Communications Coordinator: Megan Illmer

- Coordinating media & publicity
- Website
- Social media
- Awareness-raising events
- All promotional materials and branding
- External supporter newsletters and emails
- Assistance with major events and internal events
- Award nominations
- Editing and proofreading (inc. Style Guide)
Fundraising Coordinator: Sarita Divis

- Appeals
- Merchandise
- Workplace Giving
- Monthly Giving
- Grants
- Donor database management
- Bequests
- All fundraising initiatives and events around Queensland
Events Coordinator: Bec Hutton

- Coordinate internal and external Association events that raise funds and awareness
- Liaise with contacts for third-party events
- Establish corporate and community partnership opportunities to promote the Association
Publications Coordinator:
Mary Corbett

- Producing our bi-monthly members’ magazine, *the advocate*, which includes:
  - Interviewing
  - Writing
  - Designing
  - Selling advertising

- Producing our Annual Report

- Organising our Annual General Meeting

- Producing internal newsletters

* Mary works three days/week
FCIP Volunteer: Natalie Thorogood

- Assists with Fundraising, Communications and Injury Prevention administrative tasks.

* Natalie works on Mondays.