

Fundraising Officer

Are you an energetic, dynamic and driven person who can pick up new tasks easily? Do you like the idea of using marketing skills to help save the planet, not add to its problems?

Environment Victoria is seeking a fundraising officer to help deliver Environment Victoria's fundraising activities to support our work to secure a healthy future for our environment.

Environment Victoria is a dynamic, fast paced place where the successful applicant can make a real difference to Victoria's environment and climate.

We champion the environment and the people who care about it. We give a voice to the growing environmental challenges that face us and the emerging solutions that are showing the way to the future. And we educate and engage people about how they can take action to make a real difference for our environment.

We focus our work on the most urgent environmental issues:

- a safe climate
- diverse and healthy ecosystems
- communities living and consuming more sustainably.

And we do it in strategic and innovative ways. Don't you want to be a part of that?

Reporting to our fundraising director, your role will be to help deliver our fundraising programs (including direct mail, face to face, telemarketing and online) and take our supporters on engaging and life-changing journeys.

This full time position is based in Environment Victoria's office in the award-winning 60L Green Building. You'll get to work with a great bunch of people in one of Melbourne's best locations.

Remuneration is at EV2 with a starting salary of \$51,160 plus superannuation and generous leave benefits (remuneration at EV3 starting at \$59,686 is available for suitably qualified candidate with demonstrated fundraising experience).

If making a difference to our environment and future generations is a priority for you, please apply for this role now.

The position is a permanent, full time role. Applications close 9am Monday 5th December 2016.

Applications **must address the selection criteria** in the position description, explaining how you meet the criteria, and also include your CV and the names and contact details of two referees.

To apply, please send your application to: admin@environmentvictoria.org.au using the subject line: Fundraising Officer application via Ethical Jobs.

For further information, contact Jonathan Storey, Fundraising Director on (03) 9341 8103 or email j.storey@environmentvictoria.org.au.

Position Description

Key tasks

- Co-ordinate our direct mail, online, lead conversion, telemarketing and face to face fundraising programs and membership drives.
- Co-ordinate supporter relations activities and materials, such as welcome emails and thank you, donor care and tax receipt letters and emails.
- Prepare reports for analysing the performance of fundraising programs.
- Prepare and write fundraising materials including online appeals and donation pages, fundraising related web content and supporter relations correspondence.
- Coordinate day-to-day relationships with our face-to-face and telemarketing suppliers.
- Administer the online components of the fundraising program including updating website content, donation landing pages and sending supporter emails.
- Call supporters and donors to invite them to events, thank them, complete donations and update details from declined monthly gifts.
- Co-ordinate and undertake fundraising administration tasks such as monitoring and ordering fundraising supplies; liaising with services providers such as printers and mail-houses; and assisting in organising meetings and events.
- Delegate to and supervise volunteers associated with the fundraising program.
- Other relevant duties as requested.

Measures

- Meet fundraising program KPI's
- Smooth operation of fundraising programs
- Timely and accurate delivery of programs and tasks

Selection Criteria

Essential

- A marketing degree or experience in direct marketing and/ or fundraising program delivery
- Excellent written communication, interpersonal and telephone skills
- Ability to work well in a team
- Self-motivated, energetic, focused and willing to learn and solve problems
- Excellent time management, task management and organisational skills
- Accurate record keeping and attention to detail
- Intermediate skills at Microsoft Word (i.e. mail merge) and Excel programs (i.e. calculations, formulas and manipulation of the datasheet)
- Desire to work in the non-profit sector and enthusiasm for protecting our environment.

Desirable

- An eye for design
- Events organisation
- Experience of Salesforce, Raiser's Edge or similar fundraising CRM

Key Relationships

Internal:

- Fundraising Director
- Database Officer
- Administration Officer
- Communications team
- Campaigns team
- Organising team
- CEO
- Board members

External:

- F2F and telemarketing suppliers
- Graphic designers
- Print and mailing house service providers
- Data suppliers

Reporting

The Fundraising Officer reports to the Fundraising Director.

Terms and Conditions

The position is full time (38 hours per week) permanent role. Remuneration is at EV2 with a starting salary of \$51,369 plus superannuation and generous leave benefits (remuneration at EV3 starting at \$59,686 is available for a suitably experienced candidate).

The position is deadline driven and therefore occasional after hours work may be required, with TOIL available.

- Environment Victoria is strictly non-partisan
- Environment Victoria staff are required to operate in a manner consistent with Occupational Health & Safety (OH&S) and Equal Employment Opportunities (EEO) policies.
- Applicants must have the right to work in Australia.

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