

## Fundraising Officer – 12 month maternity cover

### Position Description



#### JOB OVERVIEW

TITLE	Fundraising Officer
REPORTS TO	Fundraising Director
LOCATION	60 Leicester St, Carlton, 3053 VIC Currently remote home office. Flexible working possible after end of lockdown.
SALARY	EV2 \$57,688 to \$65,586 dependant on experience
TERM	12 month contract available from December 2020 through to January 2021 (maternity cover) with possibility of extension.

**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 direct fundraising activities to support our work to secure a healthy future for our environment.

#### WHO WE ARE

Established in 1969, Environment Victoria is one of Australia's leading environment charities, with a strong history of running strategic, dynamic, people-powered and successful campaigns to take action on climate change and protect our environment.

Over 50 years we've campaigned to create new national parks, protect rivers, build more public transport, retire power stations and shift to renewable energy.

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.

With a team of about 20 staff we're nimble, creative, passionate, fun and just a little bit feisty. We're a place where the successful applicant can make a real difference to Victoria's environment and climate.

Reporting to our Fundraising Director and sitting within the fundraising team, 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 (currently working from home). You'll get to work with a great bunch of people in one of Melbourne's best locations.

**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 12 month, full time maternity cover role.**

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### THE ROLE

#### Key tasks

- Co-ordinate our direct mail, online, lead conversion, telemarketing and face to face fundraising programs and support 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, resolve issues and provide supporter care.
- Co-ordinate supplier relationships with printers and mail-houses, monitor and order stock.
- Assist in organising meetings and events.
- Delegate to and supervise volunteers associated with the fundraising program.
- Other relevant duties as requested.

#### Measures

- Meet fundraising program income KPI's
- On-time delivery of fundraising activities
- Successful and timely resolution of supporter enquiries/requests/complaints.

### SELECTION CRITERIA

#### *Essential*

- Desire to work in the non-profit sector and enthusiasm for protecting our environment
- A marketing qualification and/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
- Intermediate skills at Microsoft Word (i.e. mail merge) and Excel programs (i.e. calculations, formulas and manipulation of the datasheet)
- Excellent time management, task management and organisational skills
- Accurate record keeping and attention to detail.

#### *Desirable*

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

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### Key Relationships

#### *Internal:*

- Fundraising Director
- Key Relationships Manager
- Key Relationships Officer
- Database Officer
- Office Manager
- Administration Officers
- Communications team
- Campaigns team
- Organising team
- CEO

#### *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

This is a 12 month, full time maternity cover role.

Remuneration is at EV 2, under the Environment Victoria Certified Agreement. Salary for FY2020/21 is \$57,688 - \$ 65,586 plus superannuation.

- Environment Victoria is strictly non-partisan and an equal opportunity employer
- Environment Victoria staff are required to operate in a manner consistent with organisational policies
- Applicants must have the right to work in Australia.
- The position is deadline driven and therefore occasional after hours work may be required, with TOIL available.

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#### HOW TO APPLY

To apply, please submit the following:

- A current CV
- A cover letter, no more than 1 page
- A 2 page max response to the Essential Skills in the Selection Criteria

Applications close: please submit to [admin@environmentvictoria.org.au](mailto:admin@environmentvictoria.org.au) by 9am Monday 23 November 2020.

Shortlisted applicants only will be contacted and may be invited to a Zoom interview.

Applicants of diverse genders, cultural backgrounds, and experiences are encouraged to apply. We strongly encourage applications from Aboriginal or Torres Strait Islander people, people of colour, women, people with a disability and members of the LGBTIQ+ community.

For further information regarding this position, contact our Fundraising Director Jonathan Storey on 03 9341 8103.