

PART-TIME **FUNDRAISING ADMINISTRATION OFFICER**

- Mount Waverley location
- 20 hours per week (3 days per week, or as agreed)
- Salary Packaging

St John Ambulance Australia holds an iconic place in Australia's not for profit sector having served the Victorian community for over 125 years.

A part-time opportunity has arisen in our Fundraising Department for a Fundraising Administration Officer to provide efficient, effective and high quality administrative support for the Fundraising Manager and the Department. Working towards set targets, this role is a key contributor to St John's fundraising success.

Duties include:

- Assisting with submissions to Trusts, Foundations, Government and local government bodies and other potential donors;
- Direct marketing appeals and Donor Acquisition Campaigns;
- Community Fundraising activities and events;
- Monitoring and responding to the Trust & Foundations calendars, application processes and acquittal procedures;
- Managing and maintaining the DonMan database, including data entry, producing reports and updating donor information;
- Maintain reporting systems which keep accurate records and files.
- Co-ordinating and being the key the point of contact for all event activity for the Department including social and official events, meetings and special occasions;

The ideal candidate will:

- Hold relevant tertiary qualification and/or have relevant experience working in an administrative role, preferably in a fundraising/ marketing environment.
- Demonstrate strong written and verbal communication skills;
- Possess excellent organisational abilities, an eye for detail and time management skills;
- Be a self-motivated, enthusiastic team player, with excellent customer service skills;
- Be IT literate with experience and knowledge of Microsoft Office Suite. DonMan experience is also advantageous (training will be provided);
- Understand and react appropriately to sensitive and confidential issues.

If you are interested in this role, please email your CV and cover letter to careers@stjohnvic.com.au.

For more information about St John Ambulance Australia (Victoria) Inc please go to www.stjohnvic.com.au