



## ***Position Description: Fundraising Coordinator***

We are looking for a passionate all-round fundraiser who is committed to donor-centric engagement increasing the impact of a highly effective environmental group. If you're looking for a role in a supportive environment with room to grow, where your skills will be nurtured and developed, then read on.

This is an exciting opportunity to make your mark and create and coordinate multiple fundraising programs. Use your fundraising skills to make a real difference for Australia's oceans. We are seeking a donor-centric fundraiser to fill this new role focused on the care and retention of our donors, with an exciting opportunity to develop a community fundraising program and drive the direct mail journey of our fundraising programs.

The Australian Marine Conservation Society (AMCS) has been defending Australia's oceans and marine life for over 50 years. AMCS is one of Australia's most influential environmental charities. We advocate for change to safeguard our oceans and the wellbeing of all life on our blue planet.

Our oceans are in peril, we have a decade to reverse the decline of the state of our marine systems. Oceans and climate change are top of the Australian mindset and the community is ready to see rapid action - now is a great time to join the marine conservation movement and make real and lasting change for our big blue planet.

**Position title:** Fundraising Coordinator

**Location:** AMCS National Office, Brisbane

**Salary:** \$66,000 - \$76,900 per annum plus Superannuation contributions of 11%.

**Hours:** Full-time (38 hours per week). *Part-time 4 days (30.4 hours/week) may be considered for exceptional candidates.*

**Contract period:** Two-year contract with a view to extend.

### **Purpose of the Position:**

The Fundraising Coordinator plays a critical role in engaging and supporting AMCS donors to fund our critical work taking action on the big issues facing our oceans.

In this role you will coordinate our direct mail appeals and donor care newsletters. You will be responsible for our community fundraising programs. You will also support our core fundraising work, by providing administration support to our fundraising programs including mid and major donors, business supporters, grants, and bequests.

Your work supports the recruitment and engagement of AMCS donors by ensuring the administration of records, processing of donations, and communication with supporters is delivered efficiently, effectively and in a way that inspires ongoing financial support for our vital marine conservation work.

**Reporting:**

The position reports to the Fundraising Manager and works as part of the Fundraising Team.

**Tasks and Responsibilities:*****Direct Mail Fundraising Program:***

- Working with the Fundraising Manager, coordinate the development and content creation of our Tax and Christmas Appeals via direct mail channel twice a year, and Supporter Survey every second year.
- Coordinate the development and content creation of our Turning the Tide donor care newsletter by direct mail channel twice a year.
- Provide copywriting for our direct mail appeals and newsletters, delivering high impact donor-centric copy that motivates donations.
- Work with graphic designers to develop the design of the direct mail.
- Coordinate the delivery of the direct mail program including data selections and delivery, and managing the printers and mail-house.

***Community Fundraising Program:***

- Develop a Community Fundraising program for AMCS, including process and protocols utilising best Fundraising and ethical practices, supporter assets and journeys for hosts and donors.
- Manage and maintain all community fundraising and third-party donation sites.
- Provide fulfillment for the Community Fundraising program by handling inquiries in a timely manner, sending interest packs, welcome packs and retention activities via direct mail, email and SMS.
- Work with the Major Donor and Philanthropy Manager, to manage relationships and provide support and fulfillment for our community businesses supporters in our corporate giving program.

***Philanthropic Fundraising Support & Fulfillment:***

- Work with the Major Donor and Philanthropy Manager, to support various fundraising programs, including: Mid and Major Donors; Corporate, Business Supporters and Workplace Giving; Grants; and, Bequests (AMCS Ocean Legacy Circle).
- Provide administrative support by managing programmatic specific phone lines and inboxes, program data entry, and handling inquiries in a timely manner.
- Provide fulfillment for the programs by sending personalised packs and thank you calls.
- Support the Major Donor and Philanthropy Manager to coordinate special supporter events.

***Relations Donor Relations and Engagement:***

- Enter and process donations, issue receipts and resolve donation related concerns. You will be responding to donations from direct mail, phone and online channels.
- Manage the donor specific phone line and inbox.

**Essential Selection Criteria**

- A minimum of two years' experience in fundraising or administration in a similar role at a not-for-profit, campaigning or community-based organisation.
- Experience in fundraising copywriting or supporter newsletter copywriting.
- Customer service or donor-centric supporter care experience.
- Experience in high volume data entry with attention to detail and high accuracy.
- Experience using Salesforce, or other Customer Relationship Management (CRM), systems.
- High attention to detail with excellent organisation, time management and project management skills.
- Commitment to achieving positive change for our oceans.

### Desirable Selection Criteria

- Demonstrated experience or understanding of fundraising, utilising digital and/or direct marketing or telemarketing channels.
- Experience with multiple fundraising programs (including appeals, acquisition, regular giving and bequests).
- Experience in community fundraising.

### About AMCS

The Australian Marine Conservation Society is the voice for Australia's oceans. We are an independent not-for-profit charity. We deal with the big issues concerning the sea, working with the community to protect our marine wildlife, tackling major threats to our oceans and creating marine sanctuaries, places in the sea where sea life is safe from harm. Across our campaigns we tackle climate change - the biggest existential threat to our ocean planet, with our Great Barrier Reef at the fire front. We are a committed group of professional and passionate scientists, educators and advocates who have defended Australia's oceans for over 50 years.

### Our Values

- **Integrity.** *We are trusted, credible, independent and ethical in our actions.*
- **Courage.** *We are brave, respectful and honest advocates for marine life.*
- **Passion.** *We demonstrate commitment to and care for our oceans in all we do.*
- **Solidarity.** *We work together, embracing equity, diversity and inclusivity.*
- **Effectiveness.** *We are driven, professional, agile and resilient, working to deliver the best outcomes for Australia's people and wildlife.*

### Application Details

Applications for this position close **9am (AEST) on Monday 16<sup>th</sup> August 2021**. Applicants are encouraged to apply as soon as possible.

To apply please forward your current CV and a cover letter briefly addressing the essential selection criteria (maximum two pages) to [recruitment@amcs.org.au](mailto:recruitment@amcs.org.au). Please include 'Fundraising Coordinator' in the title of your email when submitting your application.

AMCS is a strictly non-partisan and an equal opportunities employer. Indigenous Australians are encouraged to apply.

Please Note: Applicants must have the right to work in Australia. That is, you must be an Australian citizen or permanent resident or a New Zealand citizen, or hold a valid visa with permission to work on an ongoing basis.

For all enquiries about this position please contact us via email [recruitment@amcs.org.au](mailto:recruitment@amcs.org.au) or 07 3846 6777.