



FUNDRAISING OFFICER

Salary commensurate with qualifications and experience

- **Sydney CBD location**
- **Leading eye health charity**
- **Career growth opportunity**

Macular Degeneration (MD) is the leading cause of blindness and severe vision loss in Australia. The Macular Degeneration Foundation is the peak charity working to fight the disease. The Foundation has grown significantly since its formation in 2001 and now seeks to escalate its expansion in order to serve the needs of the ever-increasing numbers of people affected by this disease.

For this role, fundraising experience is desirable but not mandatory - applicants might also come from a marketing/PR or general business/management background. Training, support and guidance will be provided to the successful candidate.

Key Tasks:

- **Funding Submissions:** Identify relevant funding opportunities with Trusts, Foundations and Government; Write funding submissions; Maintain accurate records of submissions (past and future).
- **Fundraising Events:** Identify event opportunities; Manage the logistics of running and promoting fundraising events (both those run directly by the MD Foundation as well as those run by third parties, eg community organisations).
- **Individual Donor Management:** Manage donation initiatives; Utilise the member database for funding initiatives; Manage the website donation experience; Develop donor materials.
- **Bequest Program:** Manage the bequest program; Develop and execute a plan to promote bequests to the MD Foundation; Develop/update bequest materials.
- **Corporate Donors:** Help identify and manage corporate donor opportunities
- **Work with the Communications Officer** to help support and promote fundraising activities
- **Budgets:** manage income and expenditure budgets and forecast

Essential Skills/Experience:

- Excellent communication skills (written and verbal)
- Excellent planning and time management skills
- Proficient use of Microsoft Office package (Word, Excel, Outlook, PowerPoint)
- Sound experience in a business environment
- Initiative and self motivation

Desirable Skills/Experience:

- Fundraising or a successful track record of obtaining grants
- Event management

This role offers the opportunity to work in a small, dynamic team in a rewarding and lively environment. All applications must include a resume and a covering letter that addresses each of the essential requirements.

Closing date: 10 August 2010

For more information on this role contact: Lucy Walker, General Manager, 02 8268 8403
To submit an application email: gm@mdfoundation.com.au