



Development Coordinator

- **Paddington Location**
- **Full time position with ADO**

Bring your exceptional written and verbal communication skills, strong attention to detail and excellent administration skills to our committed and effective Fundraising team. You will use your research and writing skills to expand our corporate and Trust and Foundation income. You will be highly organised with the ability to manage a number of applications and competing priorities at the same time. Experience in writing funding applications will be an advantage.

We offer a \$16,050 tax free salary component which means more in your take home pay. You will also benefit from ongoing professional development, a supportive working environment and great flexibility including a monthly accrued day off for full time employees.

The Benevolent Society has been caring for Australians and their communities for nearly 200 years. We are a non-religious, non-profit organisation working to bring about positive social change in response to community needs.

For further information on how to apply visit our website where you will find the position description. To request additional information and to submit your application please contact Adrienne O'Brien, Senior Fundraising Manager via email: adrienneo@bensoc.org.au. Applications must address the selection criteria found in the position description and close on 16th August 2010.

www.bensoc.org.au