

## LEUKAEMIA FOUNDATION

### FUNDRAISING DEVELOPMENT COORDINATOR (VIC/TAS) PERMANENT FULL TIME

The Leukaemia Foundation is the only national organisation dedicated to the care and cure of people living with leukaemias, lymphomas, myeloma and related blood disorders. The Foundation sets an international benchmark in support services for patients and families and funds cutting edge research into better treatment and cures.

The Leukaemia Foundation is looking for an experienced fundraiser to directly assist the Fundraising Manager with a broad range of fundraising activities across appeals, major gifts, bequests, regular giving and business relationships.

Key activities include:

- Preparation of data for Direct Mail Appeals
- Coordination of donor records regarding regular giving, major gifts, bequest prospects and bequest confirmations
- Preparation, research and coordination of grants through Trust and Foundations
- Building relationships with selected existing donors and other key supporters, with the aim of developing bequests from this source
- Development of donor recognition programs
- Administration and coordinator of workplace giving program for external organisations
- Coordination of donor recognition functions
- Coordination of business relationship activities and events
- Provide general assistance to the Fundraising Manager as required

KEY SELECTION CRITERIA:

- Excellent organisational and time management skills with the ability to work to deadlines
- Strong verbal and communication skills
- Ability to work as an effective team member
- Demonstrated project management skills
- Demonstrated project reporting skills
- Strong relationship and interpersonal skills
- Proficiency in Microsoft Office programs and database management
- Proven experience in donor management
- Excellent attention to detail

ESSENTIAL SKILLS:

- Willingness to work to direction
- Experience working on an events database or similar
- Experience working within a team
- Non-profit experience will be considered favourably
- Tertiary education in office administration, fundraising or project management will be considered favourably.



The position will be a full time role located in Preston and an attractive salary package commensurate with experience will be negotiated. Please contact Meaghan Bush on 03 9949 5803 or [mbush@leukaemia.org.au](mailto:mbush@leukaemia.org.au) for a Position Description. Applications close on **Friday 6 August 2010**.

All applications must address the selection criteria.

*The Leukaemia Foundation is an Equal Opportunity Employer*