

### **Donor Liaison Coordinator**

- Full time – Elsternwick
- Excellent fundraising opportunity
- Attractive remuneration including access to not-for-profit salary packaging

Arthritis Victoria (AV) is an independent not for profit organisation committed to promoting and improving musculoskeletal health.

An exciting opportunity exists for an enthusiastic and experienced fundraising professional to join our team to coordinate the bequest, major giving and philanthropic trust programs. Reporting to the General Manager Development and Business Services you will:

- Implement the bequest and major gifts programs
- Coordinate applications of appropriate projects and services to philanthropic trusts ensuring a strong and trusting relationship with funding bodies
- Develop and maintain professional relationships
- Promote Arthritis Victoria

You will have:

- Appropriate experience in a similar role
- Experience in prospect targeting
- High level skill and experience in developing and meeting income targets
- Demonstrated success in establishing and maintaining strategic partnerships and relationships
- Knowledge and appreciation of efficient and effective management of financial resources
- Excellent interpersonal communication skills including the ability to communicate complex information to others in an accessible manner
- Strong coordination and organising skills
- Excellent written and verbal skills
- A current Victorian drivers license

For a position description, see [www.arthritisvic.org.au](http://www.arthritisvic.org.au), under About Us, Positions available. For more information contact Simon von Saldern, General Manager Development and Business Services on (03) 8531 8026.

Applications addressing the key selection criteria and including a curriculum vitae, marked 'Confidential' should be sent to Ms Lynette Deakes, Arthritis Victoria, 263 Kooyong Rd, Elsternwick, Vic, 3185 or by email to [lynette.deakes@arthritisvic.org.au](mailto:lynette.deakes@arthritisvic.org.au) by 5pm Friday 13 August 2010.