

# Position Description

Position title:	Fundraising Administrator
Team:	Communications & Fundraising
Reports to:	Supporter Development Manager
Job type:	Full time, ongoing
Date:	February 2020

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## About the Alannah & Madeline Foundation

The Alannah & Madeline Foundation was set up in memory of Alannah and Madeline Mikac, aged six and three, who were tragically killed with their mother and 32 others at Port Arthur, Tasmania, on 28 April 1996. In memory of his daughters, Walter Mikac and a small group of volunteers set up the Foundation with the belief that all children should have a safe and happy childhood without being subjected to violence. The then Prime Minister launched the Foundation on 30 April 1997.

The Foundation:

- identifies issues that adversely affect the wellbeing of children; we work to help them recover and protect them from bullying and violence
- works across the spectrum of prevention and care to deliver state-of-the-art, evidence-based programs and products
- works with the best minds to identify and reduce significant threats to children's safety through innovation and partnerships
- speaks out on the need for systemic change to build a supportive and safe society.

We are committed to Child Safety and our Child Safe Policy outlines our safe practices for children. The Foundations values are caring, friendliness, respect, responsibility, valuing difference and including others.

## Position in Context

Reporting to the Supporter Development Manager, the Fundraising Administrator is a member of the Communications & Fundraising team and has accountability to support the delivery of the Fundraising strategy across the Foundation, including the delivery of fundraising programs in relation to all aspects of supporter development.

This role is responsible for delivering critical aspects of the donor management (using Raiser's Edge). This includes supporter data maintenance, data imports and exports, donation processing and reconciliation to ensure standards are maintained and ongoing income streams for the Foundation are secure.

## Freedom to Act

# Position Description cont.

- The Fundraising Administrator works according to the policies and procedures of the Alannah & Madeline Foundation.

## **Major Job Responsibilities**

- Ensure accurate and timely administration of the end to end donation process including direct mail, web donations and events in consultation with the Fundraising and Finance teams and other relevant stakeholders.
- Undertake all administration duties in the fundraising database, including data entry and maintenance of donors, prospects and contacts, archiving of old records and removing duplicate entries.
- Provide reports including monthly donations and reconciliation.
- Support the Database Specialist with the management of the Foundation's Regular Giving stream.
- Perform day to day ad-hoc & administrative tasks including data extraction and basic data hygiene.
- Assist with the development and documentation of internal processes and procedures.
- Develop relationships with key internal and external stakeholders and organisations.
- Contribute positively to the Foundation's culture through developing and maintaining collaborative relationships with colleagues.
- Other tasks as directed by the Supporter Development Manager, Head of Fundraising, General Manager Fundraising, CEO and Senior Leadership team.

## **Knowledge, Experience & Requirements**

- A minimum of one years' experience in a similar role.
- Demonstrated experience with a Donor Management system, preferably Raiser's Edge (essential).
- Demonstrated experience of donation and reconciliation processes and procedure (essential).
- Knowledge of fundraising best practice and legislation, including a commitment to continual improvement (desirable).
- A positive can-do attitude with a keen eye and passion for process improvement and development.
- Accuracy and attention to detail and ability to follow policies and procedures.
- Excellent administrative skills with ability to understand and process complex tasks.
- High proficiency with the Microsoft Office Suite.
- Strong communication skills and the ability to build strong and enduring relationships with internal and external stakeholders.
- Ability to manage numerous projects simultaneously using effective time management, prioritisation skills within a fast-paced environment.
- Ability to work autonomously and in a small team.
- Working with Children Check and Police Check