

**POSITION DESCRIPTION**

**Fundraising Officer**

Position Title	Fundraising Officer
Days, hours	Full Time
Location	Abbotsford Convent, Abbotsford
Reporting to	Fundraising Manager

Role and Responsibilities
<p>This role is responsible for supporting Wildlife Victoria’s Fundraising functions; overseeing recurring donor programs, managing specified donor relationships, data entry and extraction from the Salesforce database, managing suppliers and providing administrative support.</p> <ul style="list-style-type: none"> <li>• Oversee the WildFriends recurring giving program including development and implementation of a calendar of activities to keep WildFriends engaged</li> <li>• Oversee Workplace Giving programs and manage Wildlife Victoria’s presence on third party workplace giving platforms</li> <li>• Manage Community Giving functions including preparation of materials to support community fundraisers and maintaining Wildlife Victoria’s presence on external community fundraising and peer-to-peer platforms, ensuring brand integrity and up to date information</li> <li>• Support the Fundraising Manager with the development of fundraising campaigns, newsletters and other donor centric communications activities</li> <li>• Liaise with Marketing &amp; Communications team to prepare, schedule and distribute bulk emails</li> <li>• Manage database functions including interrogating and segmenting data, maintaining accuracy of donor records and pulling lists for use in donor focused campaign activities</li> <li>• Ensure fundraising-related content of Wildlife Victoria’s website is accurate and up-to-date</li> <li>• Assist with administration for bequests program</li> <li>• Assist with administration for in memoriam donations</li> <li>• Manage supplier relationships</li> <li>• Some after-hours work related to stakeholder engagement</li> <li>• Other duties as required as directed by the Fundraising Manager</li> </ul>

### Selection Criteria

#### Essential:

- A bachelor's degree in marketing, communications or fundraising
- A minimum of 2 years experience working in fundraising, marketing, events or a relevant field
- Experience in and aptitude for database interrogation and management for fundraising
- Demonstrated understanding of data driven approaches to decision making
- Ability to work constructively with a team to achieve outcomes
- Ability to work independently
- Demonstrated ability to work positively with a range of stakeholders
- Effective written and oral communication skills and attention to detail
- Timely execution of tasks
- Exceptional people skills
- You are able to manage concurrent projects to agreed timelines

#### Desirable:

- High-level of competency in MS Office suit and Salesforce
- Demonstrated ability to work unsupervised as well as an effective team player with a positive can-do attitude
- Knowledge of Salesforce CRM / Pardot
- Not for profit experience
- Experience overseeing membership programs
- Interest in wildlife and or animal welfare

### About Wildlife Victoria

Our Wildlife Emergency Response Service receives notifications from members of the public via our emergency phone and online reporting system. We receive around 80,000 requests for help a year and help over 50,000 animals. When a member of the public contacts us about a sick, injured or orphaned animal, our Emergency Response Operators provide advice to help the caller manage the situation appropriately, and when necessary, arranges for a trained volunteer to attend. They also liaise with other organisations to ensure the best possible outcome for the animal.

The rescue service relies on an extensive state-wide network of rescue and transport volunteers, veterinarians who provide pro-bono services for wildlife, and the licenced carers and shelters who accept animals into their care for rehabilitation and release.

In addition to the rescue service, through our education programs and activities we help wildlife by providing people with the knowledge and skills they need for peaceful and positive co-existence with wildlife, and by facilitating positive community attitudes toward wildlife.