

## Job Description – Fundraising Assistant

<b>Place of Work:</b>	Parramatta, Sydney
<b>Reports to:</b>	Head of Fundraising
<b>Manages:</b>	N/A
<b>Length of Contract:</b>	Month by month (view to 3 month trial then ongoing)
<b>Budget Responsibility:</b>	Expenditure: NA Income: NA

### Introduction

WaterAid Australia was established in 2003 by a number of Australian water companies and international aid organisations modelled on the UK based WaterAid charity. The history of WaterAid Australia traces the development of new collaboration between the water industry in Australia and the international aid sector, helped along by support from WaterAid in the UK.

WaterAid enables the world's poorest people to gain access to safe water, sanitation and hygiene education. These basic human rights underpin health, education and livelihoods and form the first, essential step in overcoming poverty.

The WaterAid Fundraising team develops and manages fundraising and other types of support from groups and individuals within the Australian community for WaterAid's vital work providing water and sanitation to the world's poorest people.

### Job Purpose

In this exciting opportunity, you will facilitate the efficient operation of the Fundraising team and the delivery of Fundraising projects according to plan. You will be a hands-on problem-solver, providing administrative support to the Head of Fundraising and other team members. In this role, responsibilities will include meeting and teleconference coordination, document preparation, filing and other administrative tasks as detailed below.

### Key Accountabilities

In this role your key responsibilities will be to provide administrative support for the Fundraising team including:

- Community and corporate fundraising – assisting with events, dispatch of materials and answering general enquiries from supporters
- Direct Marketing – assisting with administration of direct marketing campaigns including appeals, telemarketing campaigns and direct marketing materials production.
- Online marketing – assisting with the routine maintenance of the website, production of newsletters and other online campaigns
- Trusts and Foundations and major donors – assist fulfilment of routine communications with supporters.
- Media – assist with development and execution of media campaigns
- Reporting – maintain and produce regular reporting for all areas of Fundraising using Raisers Edge database.

- Other administrative duties – including preparing minutes for committee meetings

### **Person Specification**

Commitment to WaterAid's values and a working style that reflects these.

#### **Essential**

- Minimum of 2 years experience in a similar administrative position
- Administrative skills including proficiency in typing and MS Office software
- Experienced and skilled in the preparation of correspondence and minutes
- Excellent organisational skills and workload planning
- Outstanding written and verbal communication skills
- Excellent interpersonal skills and team player who is able to work collaboratively in a small team environment
- Ability to work without supervision
- Demonstrated sound judgment
- A high level of energy and enthusiasm
- Ability to synthesize complex information (e.g. Minute taking and report writing)
- Flexibility and the ability to multi-task

#### **Desirable**

- Prior experience in working within the not-for-profit sector.
- Intermediate Raiser's Edge (Blackbaud) knowledge and experience.

For more information contact Ewan Isbister, Head of Fundraising, ph: (02) 8849 5341