



## POSITION DESCRIPTION

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TITLE	Fundraising Support Volunteer
REPORTING TO	Individual Giving Team
LOCATION	Melbourne - CBD
DETAILS/HOURS	1-2 Days per week November – March (potentially ongoing)

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### Introduction

WaterAid's vision is of a world where everyone has access to safe water and sanitation. Our mission is to transform lives by improving access to safe water, sanitation and hygiene (WASH) in the world's poorest communities. WaterAid works with partners to maximise its impacts for policy change/influence.

WaterAid works through supporting local organisations and government authorities to design and demonstrate appropriate and sustainable WASH programs. WaterAid also seeks to influence policy change through government and other key sector actors to secure and protect the right of poor people to safe, affordable water and sanitation services.

Everything we do is shaped by our six values:

- Integrity
- Respect
- Collaboration
- Courage
- Accountability
- Innovation

*WaterAid is a child safe organisation. We recognise that we must meet community expectations and the trust placed in our personnel to maintain the highest standards of conduct with children. Therefore, all positions within WaterAid are required to comply with our Child Safeguarding Policy and Code of Conduct.*

*WaterAid is committed to protection from sexual exploitation and abuse in everything we do. The values and standards we uphold are highlighted in our Global Code of Conduct. All positions within WaterAid are required to comply with our Global Code of Conduct.*

### Position Summary

This is an opportunity to learn about the not for profit fundraising industry by working within the Corporate and Community Engagement (CCE department) across individual fundraising, events, communication and corporate teams. You will receive training on our database and programs

The Fundraising Support Volunteer assists across the (CCE) department on specific tasks including (but not limited to):

- Supporting the events team with mailing of Water Challenge packs and prizes
- Working with Individual Giving to fulfil value exchange requests as part of the regular giving program

- Engaging with WaterAid supporters and answering enquiries via phone, email or mail.
- Donation processing and receipting into database (Raiser's Edge – training provided)
- Data hygiene tasks to ensure quality of donor data
- Generating and printing of receipt letters to support appeals
- Support with privacy processes around donation forms including scanning and secure storage.
- General administration duties
- Other ad hoc tasks as required by the CCE team

### **Qualification, Skills & Attributes (Key Capabilities/Selection Criteria)**

This is an exciting and rewarding opportunity for the right candidate. You will have access to highly skilled professionals in areas that may be of interest to you - such as public health, international development and fundraising. **Please note that this is an unpaid position.**

If you share the vision of transforming lives by improving access to safe water, hygiene and sanitation in the world's poorest communities - we'd love to hear from you! Don't delay – apply now!

### **To Apply:**

Please send a one page expression of interest and resume to [recruitment@wateraid.org.au](mailto:recruitment@wateraid.org.au)