

Bequests Supporter Development Coordinator

- A sensational opportunity to join one of Australia's leading international not-for-profits
- Drive growth in Oxfam's Bequests Program
- Permanent Full-time position
- Melbourne based

About Oxfam

At Oxfam we believe all lives are equal and no-one should live in poverty. We join forces with people who share this belief, to empower communities to build better lives for themselves.

That's why we are there on the ground, not only to save lives in times of crisis, but also to develop lasting solutions. Our work spans wide because there are many causes of poverty. That's why we're also in front of decision-makers, governments and corporations, and speak out on the big issues.

Together we are tackling poverty by changing minds, systems and lives.

About The Role

As the Bequests Coordinator at Oxfam Australia, you will lead the development and drive the implementation of a five year strategy that aims to inspire supporters to remember Oxfam in their will and significantly grow income.

You will be responsible for identifying, acquiring and nurturing bequest supporters. To do this successfully you will:

- Work with your colleagues to implement multi-channel marketing campaigns from start to finish.
- Develop relationships with supporters, attending supporter events and responding to bequest enquiries.
- Ensure the intentions of Oxfam supporters are honoured by coordinating estate administration.

As a member of the Supporter Development Team, you'll bring your creativity, direct marketing, and analytical skills, as well as your relationship management experience, to a team that engages thousands of supporters every year to leave a gift in their Will to Oxfam.

A little about you (the key selection criteria)

To be successful in this role you will have;

- Experience in developing, implementing and evaluating successful bequest (or fundraising) marketing campaigns from start to finish.
- Experience in building and managing relationships with bequest (or other) supporters over time.
- Experiencing managing estate administration.
- Excellent communication skills, both verbal and written.
- Proven project management skills, including attention to detail, accuracy and delivering projects on time.
- High-level analytical skills including report writing, and proficiency working with Excel and large marketing databases.
- Commitment to Oxfam's approach to social justice and tackling poverty.

We can offer you

- A base salary of \$72,078 plus superannuation, superior leave benefits and access to a generous not-for-profit salary packaging program ([up to \\$18,450 of your salary tax-free](#)).
- The opportunity to use your talents and expertise to tackle poverty and make a positive impact around the world.

- A flexible and supportive workplace, with excellent work-life balance and ample opportunities for career progression and development.
- The flexibility to base yourself in a number of Oxfam Australia locations

Apply now

- Follow this link <https://www.oxfam.org.au/jobs/job/bequests-supporter-development-coordinator/> to Oxfam's job portal to apply.
- Applications close on 6th July 2018.

Applicants will be required to show proof of their right to work in Australia and a satisfactory clearance of a police check and aid diversion check

Oxfam Australia is committed to the safeguarding of children and young people.

We promote diversity and practice equality. Aboriginal and Torres Strait Islander applicants are encouraged to apply.