

Muscular Dystrophy Queensland Fundraising Specialist



Join Muscular Dystrophy Queensland (MDQ) and help to meet the needs of Queenslanders living with muscular dystrophy and similar, progressive muscle wasting conditions. We offer a range of services, many of which are funded by charitable contributions. We're committed to empowering our community to make the most of their opportunities and ultimately, to live the lives they choose. As a key member of our fundraising team, your work will make a difference.

You're the perfect fit for this role if you love variety. You'll enjoy spending time in the office, developing direct mail and other fundraising communications and monitoring the success of your fundraising campaigns, but you'll also love getting out meeting donors and deepening their connection with our cause.

Over each quarterly cycle, your tasks would include:

- Maintaining relationships with major donors, bequest makers and other key supporters
- Writing direct mail appeal letters and preparing all content for delivery (via mail and electronically) and monitoring the current campaign
- Monitoring the grant calendar, writing suitable applications and monitoring acquittals.
- Working with the Community Engagement Team Leader to run various fundraising events.
- Tracking your success and reporting on the outcome of your work

You'll be happy to have control of your campaigns and you're able to structure your work to meet set deadlines but you're also keen to be part of the team, referring your contacts through to other team members who might be better able to support them (and vice versa). You've had some experience with programs discussed above, but you're ready to take the next step in your fundraising career.

While not essential, you may hold or be interested in working towards relevant training such as CFRE accreditation.

Reporting to the General Manager – Business and Development, you'll work 76 hours per fortnight between 8am and 6pm, Monday to Friday (with some work outside these hours from time to time and occasional travel).

MDQ is offering:

- The opportunity to take the next step in your fundraising career, as an integral member of our team.
- A competitive salary with generous salary packaging options. (MDQ has Fringe Benefit Tax exemption as a Public Benevolent Institution.)
- An inclusive and happy culture, where you'll work side by side with staff from all areas of the business.

If you believe you are a good fit for this role, please download an employment pack for more information about the role and detailed instructions on how to submit your application.

[Download a Fundraising Specialist employment pack for more information about the role.](#)

Confidential enquiries can also be made to Penny Deavin, General Manager – Business and Development via email pennyd@mdqld.org.au or call us on 3243 9700.

You are encouraged to submit your application as soon as possible, as interviews will be scheduled when there are sufficient suitable applicants.

If you're selected for this role, a Nationally Coordinated Criminal History Check will be required.