

# Philanthropy Officer

- Fundraising administration extraordinaire
- Join a passionate & dynamic team
- Make a real difference
- Fitzroy, Inner North



Brotherhood  
of St Laurence

Working for an Australia free of poverty

The Brotherhood of St Laurence has a clear vision – **an Australia free of poverty**.

As a well respected not-for-profit organisation that will soon celebrate its 90<sup>th</sup> year, the Brotherhood of St Laurence strives passionately towards systemic change that will prevent and alleviate poverty in Australia. Engaging with the most vulnerable people in our community, the Brotherhood of St Laurence supports disadvantaged people of all ages to build better lives for themselves.

With over 2,000 staff and volunteers, Brotherhood of St Laurence's team is expanding and needs a Philanthropy Officer. Reporting to the Development Manager, you will be responsible for providing administration support to the Corporate Partnerships, Major Gifts, Trusts and Foundations, and Gifts in Wills functions as well as the wider Fundraising Department.

Supporting relevant managers, you will assist with identification and extensive research of prospective donors, and compile important information including cultivation, solicitation and stewardship plans, funding proposals, impact and acquittal reports and other supporter communications. You will have strong interpersonal skills to build relationships with internal and external stakeholders, and professionally respond to queries from supporters and the general public.

You will be a self-motivated team player and problem solver with initiative, attention to detail and the ability to juggle multiple priorities and deadlines. A broad understanding of fundraising, philanthropy and moves management is essential, along with excellent proficiency in Word, Excel, PowerPoint, Outlook and CRM databases. Experience providing administrative support in a philanthropic team, together with a tertiary degree in business, fundraising, marketing, communications or relevant field is required. FIA Certificate or Diploma in Fundraising is highly regarded.



Gembridge

**APPLY NOW if you wish to combine  
your excellent administrative skills,  
fundraising knowledge and desire to  
make an impact.**

**Forward your application to  
[michelle@gembridge.com.au](mailto:michelle@gembridge.com.au)**

For a confidential discussion, please contact  
Michelle Varcoe at Gembridge on  
03 8375 9661 or 0438 340 270.