



Vacant Position: Gifts in Wills and Events Coordinator

(Full time 12 month Parental Leave cover)

Médecins Sans Frontières Australia is one of 23 national sections of Médecins Sans Frontières committed to delivering medical-humanitarian aid to populations in crisis in over 71 countries. Médecins Sans Frontières delivers medical humanitarian aid based on need alone. Médecins Sans Frontières operates independently of any discriminating factors including political, religious or economic allegiances and irrespective of race, religion or gender. Médecins Sans Frontières is committed to expanding and improving the medical humanitarian care it offers to its beneficiaries and to remain independent.

The fulfilment of this objective is dependent on the Fundraising team meeting its substantial growth targets and the protection, preservation and promotion of the Médecins Sans Frontières brand in Australia and New Zealand. Direct marketing is one of four distinct portfolios within the Fundraising Department. The others are major gifts, data and regular giving.

The Gifts in Wills and Events Coordinator fills a critical role in the direct marketing team and is responsible for the strategy and development of direct marketing activities bequests and workplace giving as well as some occasional special projects across Australia and New Zealand budgets. The primary role of the Gifts in Wills and Events Coordinator is to develop and implement strategies designed to increase visibility of legacies to Médecins Sans Frontières and increase donor pipeline for future support through gifts in Wills as well as develop and implement a range of activities aimed at increasing workplace giving and matched giving, and develop and implement special projects and punctual events such as supporters briefings.

This is a hands-on role requires an understanding of best practice in direct marketing using different channels both online and offline. Additionally, maintenance of brand integrity, awareness raising, project management and relationships with project and organisational stakeholders are also vital to the successful fulfilment of the role.

Médecins Sans Frontières Australia is committed to creating an inclusive workplace for all our staff. We believe that a diverse team helps us better serve those most in need, and we encourage people from a wide range of backgrounds to apply for this role, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds and people with disabilities.

Applications **MUST** address individual selection criteria, with a cover letter telling us why you want to work for MSF and include your CV.

For a copy of the job description including the full selection criteria, please see the attached document or visit <https://www.msf.org.au/work-office>.

Applications and enquiries to HRAdvisor Email: officerecruitment@sydney.msf.org

Closing date: Please send in your application as soon as possible. Applications will be reviewed as they come in.