Community Fundraising Donor Relationships Coordinator

Full time / Part time (0.8 EFT) Ongoing

Do You Like

Working in a great team environment, your focus will be on building interest and engaging the community through fundraising activities in support of people with epilepsy, while nurturing stronger relationships with community fundraisers, donors, supporters and volunteers. You'll have a keen interest in supporter engagement, retention and stewardship that can strengthen the Epilepsy Foundation brand in supporters' and donors' minds.

Who We Are

Mission: Reduce the impact of epilepsy on people's lives
Vision: Ensure that people with epilepsy have equitable access to education and employment, feel safe and connected in their community and no longer die from their epilepsy.

The Epilepsy Foundation provides support for people living with epilepsy and their families to help them live better lives as defined by them. Our services include information, advice and support, case management, as well as education and training, social and psychological research and advocacy for and with people with epilepsy. We work to raise awareness of epilepsy in organisations and in the broader community to reduce stigma and create a more welcoming and inclusive society.

Benefits

- Full time / Part time (0.8 EFT) Ongoing
- Not for Profit Salary Packaging benefits
- Make a difference to people living with Epilepsy
- A friendly, inclusive and supportive team and working environment
- Location: Surrey Hills, Melbourne
- Access to an Employee Assistance Counselling Program
- Training and support

The Role

The Community Fundraising & Donor Relationship Coordinator is responsible for:

- Building interest and engaging the community in fundraising activities in support of the Epilepsy Foundation while meeting targets
- Nurturing stronger relationships with community fundraisers, donors, supporters and volunteers so that their interaction with the Foundation is rewarding and satisfying

This hands-on role requires an understanding of best practice in supporter engagement, retention and stewardship, utilising both online and offline channels. And is responsible for all aspects of Community Fundraising, Donor and Internal Stakeholder relationships and Project Management.

How to Apply

Download the **Position Description** to view the Selection Criteria.

Send your application, addressing the Position Competencies/Selection Criteria together with a covering letter to Phil Nicholls: pnicholls@epilepsyfoundation.org.au

For more information, contact Phil Nicholls on 03 8809 0648.

Applications close at 11.59 pm Thursday 7th October 2021.

The successful applicant must complete a National Police Certificate and other safety checks before commencing employment. Applicants must be eligible to work in Australia.

Shortlisting will occur as applications are received and only shortlisted applicants will be contacted. EF reserves the right to close this role to new applications prior to the closing date if a suitable candidate is identified.

The Epilepsy Foundation is an Equal Opportunity employer and a child safe organisation.