Business Analyst

- Bring your Business Analyst skills and experience to support the amazing work ACF is doing to change the story, build people power and fix the system so we can keep on enjoying life in this beautiful country.
- Temporary (12 months) full-time position with a salary of $104,882 per annum plus 11% superannuation and amazing working conditions
- Located in Melbourne (Wurundjeri Country), Brisbane (Yugerra Country), Canberra (Ngunawal Country), or Sydney (Gadigal Country) – your choice!

Who is the ACF?

When it comes to our environment, the Australian Conservation Foundation has been leading the way in protecting our living world for over half a century.

We are the national environment organisation committed to caring for Australia’s unique and beautiful wildlife and natural world. We’re inclusive, non-partisan and funded by the Australian community.

Whether it’s advocating for the Great Barrier Reef, koalas snoozing in big old trees or for strong climate action, our dedicated community of over 700,000 supporters are constantly working to create a world where forests, rivers, people, and wildlife thrive.

What’s the gig?

With the planet in a climate and extinction crisis, we are embarking on an ambitious campaign to double annual fundraising revenue over the next 5 years to ensure ACF can have maximum impact during this critical decade.

To deliver this bold goal, the Donor Services Team (which sits within the Fundraising Directorate) aims to improve and streamline processes related to the management of the donor database (Blackbaud CRM) and engagement with donors, the fundraising team, and other ACF staff.

The Business Analyst is a new role and will be responsible for the investigation of current business processes, identification of opportunities and implementation of process improvement, automation and streamlining. Additionally, this role will work closely with the Donor Services team to rollout an online donor portal.

About you!

You are an experienced Business Analyst; someone who has a passion for digging into existing processes and generating insights and then using that information to successfully design and implement improvements.

You are a natural collaborator with strong communication skills and the ability to build rapport with a diverse range of stakeholders, bringing them along with you as the project progresses.

You are curious and proactive and love nothing more than supporting the work of others by getting into the details of problems and blockages and proposing thoughtful innovative solutions.
You have experience developing and delivering projects on time and within budget, and you know how to create clear and concise documentation and training materials.

**Why work for us?**

You’ll do important work with one of Australia’s most impactful organisations, and with our world-class organisational culture and great team, we guarantee you’ll have fun along the way.

ACF is proud to offer our staff a supportive workplace with excellent conditions, including:

- Genuine flexibility in working hours and location
- Four weeks of annual leave a year plus an additional three days off over the Christmas / New Year period
- Thirty days of personal leave a year (pro-rata) available to use immediately upon commencement
- Superannuation contribution of 11%
- Access to Long Service Leave after five years of continuous service
- Eighteen weeks paid parental leave for parents (regardless of who is the birth parent) after 12 months of service
- Ongoing professional development opportunities tailored to your individual career goals
- Regular team and whole organisation retreats so we can plan, learn and grow together
- Access to our Employee Assistance Program and wellbeing support

People are at the heart of everything we do to protect our planet. To achieve the bold change we seek, we must represent the richness of diversity within our communities so that all of us who care about nature can step up and lead.

ACF is committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants. We actively encourage First Nations people, people from CALD backgrounds, LGBTIQA+ people, people with disability and others who have diverse experiences of our world to apply for this opportunity.

**Apply now!**

View the [full position description on our website](#).

Applications are accepted through our website and should include a cover letter introducing yourself and a resume outlining your skills, experience, and suitability for the role, addressed to Rebecca Gardiner, Donor Services and CRM Manager.

**Applications close at 9am on Thursday 18th August 2022.**

Want to have a chat before you click send? You can contact Kaz Kershaw, People & Culture Specialist, on 0422 657 242 with any questions you might have about ACF, the team or the recruitment process and alternative ways to participate that meet your needs.

We can’t wait to hear from you!
Applicants must have the right to live and work in Australia to be considered for this job.

As part of ACF’s recruitment process, a criminal background check will be conducted.

We request no agency contact please.