

## Donor & Bequest Manager

An exciting opportunity exists for a passionate and experienced fundraiser to join Melanoma Institute Australia (MIA), the world's largest treatment and research centre with a single focus on melanoma. We are an independent, non-profit organisation located at Wollstonecraft near North Sydney. Our mission is to reach zero deaths from melanoma this decade.

Our Communications and Fundraising team is seeking an enthusiastic, passionate and experienced *Donor & Bequest Manager* who is driven by the desire to help fuel ground-breaking research, clinical and education programs, and in doing so, make a real difference to the lives of others. Our donors are critical to fuelling MIA's ongoing work, and this role represents an opportunity to play a proactive role in addressing one of Australia's most critical health issues.

The *Donor & Bequest Manager* will be responsible for managing and stewarding MIA's vitally important mid-tier donors, and building and managing MIA's Bequest Program. The position will play a critical role in growing MIA's mid-tier donor base as well as maintaining strong, long-term relationships with existing donors. It will also be instrumental in identifying new bequest leads and cementing relationships with potential and existing bequestors.

The successful candidate will be full of new ideas and have a passion for connecting with and nurturing our supportive donor base and enjoy working as part of a collaborative team. Experience with use of the Salesforce platform is desirable, as is previous experience in a NFP and working with donors and in philanthropy.

This is a 0.6FTE position (3 days a week), based at our Wollstonecraft research and treatment centre, The Poche Centre, with potential for some work-from-home component. The position will work closely with MIA's *Major Donor Specialist* and MIA's *Donor Care Coordinator*, our finance team, as well as other members of our Communications and Fundraising team.

Closing date is 25/11/22 but we may interview suitable candidates prior to this date.

Only applicants with full working rights within Australia should apply. Due to the many applications we receive for our roles we will only contact candidates we wish to interview.

### **The Poche Centre**

Cammeraygal Land  
40 Rocklands Road

Wollstonecraft NSW 2065 Australia  
ABN 35 123 321 148

**T** + 61 2 9911 7200

**F** + 61 2 9954 9927

**E** [info@melanoma.org.au](mailto:info@melanoma.org.au)

**W** [melanoma.org.au](http://melanoma.org.au)

As we are considered a health facility, in order for us to accept your application, you must be fully vaccinated against COVID19.

Only successful applicants will be contacted. Please no recruitment agencies. Please apply by clicking on the appropriate link on this job board.

We pay our respects to the Traditional Custodians of the lands on which Melanoma Institute Australia works, and their Elders both past and present, and acknowledge the deep, continuing connection of Aboriginal and Torres Strait Islander peoples to the land, waters, and sky.

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