

Philanthropy Coordinator (Major Gifts)



- Part time position – 3 days per week – 1 year contract
- Flexible working conditions
- Christian International Aid organisation

Why Baptist World Aid/Transform Aid International?

If you have a desire to be part of a passionate, committed, people-oriented team who is committed to ending poverty... then you're in the right place!

Baptist World Aid/Transform Aid International is an international Christian development organisation working in 24 countries. We partner with like-minded organisations overseas to implement community development and disaster projects that empower communities to lift themselves out of poverty. Last year, our work impacted over 900,000 people.

When you join us you'll become part of a rich, 63-year history. As a valued Philanthropy Coordinator, you'll be integral to achieving our mission of helping Australians tackle the injustice of global poverty. The Philanthropy Team is a high achieving team, committed to partnering with our constituents and ensuring the gifts of our faithful Australian supporters are mobilized towards our overseas-led projects.

We're looking for someone with the know-how, passion, and commitment to work towards ending poverty... is it you?

Who are we looking for? - Philanthropy Coordinator

Location: Head office is in North Ryde, NSW. Flexible working conditions available.

Position: Permanent part-time (3 days/21 hours per week) – 12 month contract – commencing in 30 January 2023

If you want to work in a supportive team environment alongside passionate and talented individuals who have a genuine passion for the work that we do, then this could be the right role for you! You will support the Philanthropy Manager and the broader Partnerships team in strategy, planning and execution of fundraising events and activities.

This role is particularly focused around all administrative and co-ordination aspects to do with the philanthropy strategy. Ideally you have had some exposure to marketing administration and are comfortable with CRM databases and able to use these to analyse data to create tailored events,



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activities and assist with campaign delivery. You are willing and able to manage the detail and even organize overseas supporter trips where needed to create amazing experiences.

This role is ideal for an event planner and administrative or project coordinator guru! Your strong attention to detail, excellent communication and problem solving skills and ability to manage multiple tasks at any one time will see you thrive in this role where no two days will be the same.

As a Christian, you'll share our vision for a world without poverty as God intends... and participate enthusiastically in prayer sessions, biblical reflection sessions and church services.

Why work with us?

People

Work with a team of people who are as passionate about ending poverty as you are!

Culture

Motivated by love, we respect and value all people... starting with each other.

Salary sacrificing

We offer salary sacrificing, which means in effect part of your pay is paid tax free, giving you more money in your take home pay.

Flexible working arrangements

We offer flexible working arrangements, which means you can maintain that work / life balance!

Interested review our PD [here](#)

To apply, visit our website by [clicking here](#) and click on the 'Apply' button at the bottom of the ad. Please include a copy of your resume and a cover letter

Applications close **7 December 2022**. We will be reviewing applications and interviewing suitable candidates as they apply, so please don't wait until the closing date to apply, we want to hear from you today!

- *Please note: BWAA/TAI is a child safe organization and our recruitment and selection procedures reflect our commitment to the safety and protection of children in our activities. As part of the selection process, candidates may be required to undergo psychometric testing, police checks and working with children checks.*