



Fundraising Officer

About us

The Lost Dogs' Home is one of Victoria's most iconic animal welfare organisations, caring for around 15,000 lost and abandoned dogs and cats each year. You'll be joining a dynamic and growing fundraising team and will bring your expertise in administration and customer experience to this rewarding role.

As the organisation continues to evolve and grow, this is a genuinely exciting time to be joining one of the country's largest animal welfare charities.

The Role

Based in our North Melbourne location, the Fundraising Officer supports the Philanthropy and External Relations team, who generate support for the Home and help raise vital funds by nurturing relationships with donors and supporters alike. The Fundraising Officer is responsible for providing administrative support across individual giving and donor care, major gifts, bequests, and community events. This a busy role, suitable for someone who enjoys juggling different priorities, while providing outstanding customer service to a range of stakeholders.

The key responsibilities of this role include:

- Donations processing, sorting and management of all donor/supporter mail and return to sender mail;
- Handling donor and supporter incoming calls, responding to email enquires;
- Training and supervising volunteers in Fundraising as required;
- Assisting with general fundraising reports and communications as required.

Our ideal candidate will bring:

- Demonstrated experience in a fundraising administration customer focused role
- Demonstrated proficiency in the effective use of fundraising donor databases and maintaining accurate records
- Confidence to build and maintain lasting relationships with key stakeholders
- Excellent written and verbal communication skills, outstanding phone manner
- High-level attention to detail and ability to organise and prioritise tasks to meet deadlines



What we can offer you:

- Great career development opportunities and opportunity to gain skills in the fundraising and animal welfare sector
- The support of management and team members in achieving your goals
- Genuine sense of purpose and satisfaction that you are making a difference to the lives of vulnerable animals
- Access to our Employee Assistance Program
- Access to our Foster Care program
- Discounted pet adoption fees and discounts at our Vet Clinic, Frank Samways

If you have a passion for animals and you enjoy working for a meaningful cause, we would love to hear from you! Please apply now, ensuring you have included a cover letter and current resume. We are more than happy to provide more information on request, please email us at recruitment@dogshome.com.

If you would like to learn more about The Lost Dogs' Home visit us at <https://dogshome.com/>

The successful applicant will be required to complete satisfactory background screening checks.

The Lost Dogs' Home is an equal opportunity employer committed to providing a working environment that embraces and values diversity and inclusion. Only candidates with the right to work in Australia may apply for this position.