

Regular Giving Coordinator

- 2-year contract with the potential to renew
- Full-time position
- Flexible work arrangements
- Generous salary packaging options

About the Baker Institute

The Baker Heart and Diabetes Institute is an independent, internationally renowned medical research facility. Our work extends from the laboratory to wide-scale community studies with a focus on diagnosis, prevention, and treatment of diabetes and cardiovascular disease.

The Opportunity

We are seeking a **Regular Giving Coordinator** to join our friendly Community and Corporate Relations team. In this role, you will assist in the development of strategies and tactics to increase the number of regular supporters of the Institute, deliver high-quality reporting and database management, as well as provide excellent relationship management of external suppliers and internal stakeholders.

Key Duties

In this role you will be expected to:

- Manage telemarketing and face-to-face campaigns with third-party suppliers, including training and presenting new case studies to fundraisers.
- Monitor budget and campaign performances (as set by the Direct Marketing Manager), ensuring they are on track to meet annual targets.
- Assist in the development of content and strategies to implement in appeals and other communications relevant to Regular Giving donors.
- Manage import files and any donor-related enquiries from third-party suppliers.

Skills and Experience

You will have:

- Minimum 1-year experience in campaign management for fundraising or similar.
- Completion of FIA Fundraising Essentials (desirable).
- High level of interpersonal skills, including excellent oral and written communication skills.
- Excellent time management and organisational skills, and the ability to remain calm under pressure.

Benefits

Working at the Baker Institute offers flexibility, generous salary packaging, an employee assistance program, and an active social club as well as modern offices and laboratories adjacent to the Alfred Hospital and within walking distance to St Kilda Road, Chapel Street, and Fawkner Park.

Remuneration will be commensurate with the successful candidate's qualifications and experience.

How to Apply

Applications should include a current resume and cover letter, quoting reference **(JM01)**, and state why you are interested in this role. We are reviewing applications as they are received so if you think you're the right person for this role, we'd love to hear how your capabilities, achievements and experience set you apart. For a position description or further information, please visit our website at: <https://www.baker.edu.au/career>.

To be eligible to apply for this position you must have an appropriate Australian or New Zealand work visa and be immunised with the Covid-19 Vaccination in accordance with COVID-19 Mandatory Vaccination Directions (No 4).

We will close this job ad as soon as we have enough applicants so please apply without delay.

The Baker Institute is an Equal Opportunity Employer and we encourage interest from Aboriginal and Torres Strait Islanders for roles within the Institute. We value diversity, inclusivity, and gender equity and we promote family-friendly practices. We are a proud recipient of an inaugural Athena SWAN Bronze Award from Science in Australia Gender Equity (SAGE).

Contact details

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