# Fundraising and Communications Officer

- Be part of a small but mighty team working to alleviate poverty in Ethiopia
- Part time position (3 days per week) with a flexible working environment
- Join an award-winning team producing award winning campaigns
- Melbourne location

Ethiopiaid Australia is a fundraising organisation that raises money for local NGOs in Ethiopia to alleviate poverty and improve women's health. Our aim to see an Ethiopia with no preventable poverty, in which every person enjoys the right to quality education, healthcare and a life of dignity.

We believe that truly sustainable change should be local, not imported and that the people of Ethiopia are best placed to help themselves; they just need the resources to make that possible.

Ethiopiaid Australia supports areas of work including improving maternal health, promoting women's rights, ending harmful traditional practices (FGM, child marriage), improving access to education and providing hospice/palliative care. We have no religious or political affiliation and take an impartial approach to supporting all people.

We are looking for a Fundraising and Communications Officer to join our team.

## Purpose of the role

This is a newly created role and reflects the growth of the organisation has been undertaking. The role will work closely with the Fundraising and Communications Manager to support our award winning fundraising team.

This exciting role requires someone who is looking for variety and challenge. It is important that they are highly organised, able to manage multiple projects and look for new opportunities.

**Responsibilities include but are not limited to:**

- Work with the Fundraising and Communications Manager to create, schedule and monitor content and communications for various fundraising initiatives (fundraising appeals, conversion campaigns, impact/donor care communications, peer-to-peer and in-memory fundraising requests)
- Work with the Fundraising and Communications Manager to find relevant information for impact communications (biannual newsletter, annual impact report)
- Create digital content for appeals
- Creating communications to support donor care activity

- Create, schedule and monitor organic social media content for Ethiopiaid Australia and work in collaboration with Ethiopiaid UK, Canada and Ireland offices to create shared organic content for international days of interest
- Update Ethiopiaid Australia's website
- Develop and implement SEO strategy to increase traffic and donations to website

## Selection criteria:

- Previous experience working in a fundraising/communications role
- Experience in creating website content
- Knowledge and experience in using social media platforms, in particular Facebook
- Confidence in learning new CRM/CMS systems
- Highly developed writing skills
- Strong attention to detail
- Excellent time management skills and an ability to prioritise and meet deadlines
- Ability to work well in a team environment but also the initiative to work independently

Ethiopiaid Australia has pro-bono office space courtesy of Bayside Group.

## How to apply

Does this sound like a good fit for you? If so, we'd love to hear from you.

Please send your CV along with a cover letter telling us why you are interested in the role and addressing the selection criteria to sharon@ethiopiaid.org.au

If you have any questions or would like some further information on the role of the organisation please contact **Sharon Elliott** on **0400 130 510**.

The closing date for applications is 23 June but we will be reviewing applications, and potentially interviewing, before the closing date so please apply as soon as possible.