

## COME JOIN OUR TEAM

### Company Description

The mission of Cystic Fibrosis Community Care is to increase the well-being and quality of life of people living with cystic fibrosis and promote broader awareness of cystic fibrosis. It does this through the provision of advocacy, support and information services, research, public awareness programs and fundraising.

### Role Description

This is a part-time **(0.8 FTE) hybrid role for an Individual Giving Manager**, located in either **Melbourne or Sydney** with flexibility for some remote work.

The Individual Giving Manager is responsible for developing and building CFCCs Individual Giving Portfolio: acquisition, retention, appeals – our first Giving Day, In Memoriam, Major Gifts and Bequests. Relationships driven, donor centred, and a creative thinker, this role will build a loyal community of donors and engage them with the strategic direction of CFCC.

You will support donors to see the impact of their donations on the lives of people living with CF, from diagnosis to new vistas such as ageing with CF, alongside the influence they have in driving systemic change through advocacy, and advancements in treatments, including the search for a cure, through medical research supported and facilitated by CFCC.

### About Us

We are a small team of marketers and fundraisers with a complementary mix of backgrounds who love to roll the sleeves up and get in while having a laugh. Creativity, testing concepts, and ideas sharing is encouraged. The environment is supportive and encouraging and we are here to see fundraising for, and awareness of Cystic Fibrosis grow. Fundraising and Marketing is in a growth phase, so it is a great time to get on board.

### Qualifications

- Strong analytical skills with an excellent eye for detail
- Ability to communicate effectively and in a timely manner, with excellent writing and verbal skills.
- Experience in annual giving, stewardship, and supporter engagement activities including donor communications and thank you programs.
- Experience with measurement and evaluation (M&E) of programs and services.
- Experience with CRM databases and MS Office suite.
- Knowledge of fundraising principles and practices and of relevant legislation and regulations
- Excellent organisational and time management skills, with the ability to multitask and work to deadlines.
- NFP experience is desirable.

**Essential:**

- Tertiary qualification in Marketing or related discipline
- 3 - 5 years relevant fundraising work experience

**Benefit's**

- Hybrid Working Arrangements!
- Birthday paid leave, and three additional paid leave days during Christmas!
- Base + super + NFP salary packaging.

This job requires flexible working at weekends and evenings with TOIL available.

To apply, please send cover letter and resume to [recruitment@cfcc.org.au](mailto:recruitment@cfcc.org.au)

Please apply as soon as possible as applications will be reviewed on an immediate basis.