

## Position Vacant: Gifts in Wills Manager

- Australia's largest organisation supporting people with eating disorders and body image concerns.
- Surrounded by passionate and supportive colleagues.
- Exciting new part time 0.5 FTE role that has been created from a new fundraising strategy.
- As a key member of the Fundraising team, this role reports to the Head of Fundraising.
- Great workplace culture, employee benefits and salary packaging options.
- Office based in Crows Nest, NSW, with option to work from home flexibility.

## Are You Ready to Help Make a Change?

Butterfly Foundation is Australia's national charity for eating disorders and body image issues, providing a voice for those affected and the people who care for them. Eating disorders are severe and complex mental illnesses with physical complications, and the medical, psychological, physical and social consequences can be long term and for many, life threatening.

Butterfly advocates for improved services from government, health and mental health organisations, and the eating disorder sector, raising awareness in the media and via community engagement. Butterfly runs Australia's only national Eating Disorders Helpline, seven days a week; evidence-based clinical treatment and support programs; and delivers prevention initiatives in schools and the community to combat negative body image issues.

## About the Role

This is an exciting new role that has been created from a new fundraising strategy that will see Butterfly raise significantly more money to support our programs and services.

Gifts in Wills (GIW) is a strategic priority for Butterfly and this role is key to contributing to the future growth and success of this crucial program. This is the first Gifts in Wills Manager for Butterfly, and this role is responsible for creating a 3 year GIW strategy as well as managing all aspects of the program with a particular focus on driving a pipeline of GIW prospects.

As a key member of the Fundraising team, this role reports to the Head of Fundraising but will work closely with the Individual Giving Manager as well other members of the Butterfly team including the Communications & Engagement team.

## Selection Criteria

To see the FULL Selection Criteria, please view the Position Description on our website:  
[www.butterfly.org.au/careers](http://www.butterfly.org.au/careers)

## Essential:

- At least 3-5 years experience in GIW programs
- Prior experience with GIW strategy development and implementation
- Strong understanding of how to build and nurture a pipeline of GIW prospects
- Sophisticated inter-personal relationship skills, including the ability to listen and communicate with sensitivity and tact, and work with confidentiality.
- Strong written and verbal communication skills
- Proficient IT skills including experience in using CRMs, MS Office, Excel and PowerPoint
- Financially competent with ability to plan and manage a basic budget
- Ability to grasp new concepts quickly, think creatively, and problem-solve in a fast paced and complex work environment.
- Self-motivated and professional, with ability to achieve outcomes with a busy workload.
- Ability to work effectively as part of a team.

## To Apply

All applicants should supply their resume, and must address the Selection Criteria as detailed in the Position Description in a separate cover letter.

Applications which do not address the selection criteria will not be considered.

Applications should be submitted by email to Human Resources at [hr@butterfly.org.au](mailto:hr@butterfly.org.au) with Subject Title: Gifts in Wills Manager

Closing date: 25<sup>th</sup> March 2024, please note that if we receive a high level of applications, the vacancy will close earlier than stated. Therefore, we would encourage you to submit your application as soon as possible.

## Enquiries

For enquiries about this position, please email [hr@butterfly.org.au](mailto:hr@butterfly.org.au)