

# APPEAL COORDINATOR

Breast Cancer Trials (BCT) is a group of world-leading breast cancer doctors and researchers committed to exploring and finding better treatments and prevention strategies for people affected by breast cancer.

We have an exciting opportunity for an Appeal Coordinator to join our growing Fundraising team. This is an exciting time to join our team, as we embark on an ambitious growth strategy across the organisation, which will enable us to do more breast cancer research in the greatest areas of need.



## ABOUT THE ROLE

Reporting to the Appeal Manager, the Appeal Coordinator will have the following responsibilities:

- Lead the project coordination and development of all Individual Giving appeals to grow income and build donor loyalty.
  - Responsible for channels including mail, email, website (content landing pages and donation form pages), paid social, and SMS.
  - Assist in the briefing and account management of any external suppliers such as full-service agencies, copywriters, designers, and/or mailhouses.
  - Coordinate all internal stakeholders on deliverables including kick-off meetings, copywriting, mailfiles, content feedback and approvals, supporter care FAQs, and processing/receipting instructions.
  - Develop all components of appeals both online and offline, including reviewing and providing feedback on copy and design.
  - Be the primary point person for case study engagement and approvals.
  - Create and ensure stakeholder compliance with appeal timelines online and offline.
  - Facilitate and contribute to end-of-campaign wrap and analysis report and meeting.
- Research, recommend, and implement optimisations and new opportunities.
- Assist with any other duties relevant and appropriate to this level of appointment.
- Participate in professional development such as industry discussion and user groups and relevant training opportunities.

## ABOUT YOU

Our ideal candidate will have;

- Relevant tertiary qualifications and/or demonstrable experience and skills.
- Demonstrable high-level computer skills including Microsoft Outlook, Microsoft Office suite, and Adobe Creative suite.
- Experience working with digital content platforms, preferably Mailchimp and WordPress.
- Exceptional organisational, written, editing, and oral communication skills.
- Ability to work with a number of internal and external stakeholders to deliver complex projects to deadlines.
- Creative thinking and solution-focused problem-solving ability.
- Excellent attention to detail.

Whilst not essential, previous experience using a fundraising CRM (preferably Raisers Edge) is highly desirable.

## WHY WORK FOR US?

As an employee at Breast Cancer Trials, you will be part of a diverse and supportive workforce who are committed to saving and improving the lives of people affected by breast cancer. We also offer;

- Salary Packaging - In addition to your salary you can package up to \$15,900 annually pre-tax and benefit from a \$2,650 meals and entertainment card.
- Work/life balance - Flexible work arrangements + hybrid working.
- Professional development – Training, development, and career progression opportunities.
- Recognition and Reward - Length of service recognition and rewards + additional long service leave after 10 years + gifted leave between Christmas and New Year.
- Wellness – Income protection insurance + employee assistance program + additional carers leave.

At BCT, we value diversity. We are committed to fostering an inclusive workplace for all people. We welcome applications from Aboriginal and Torres Strait Islanders, people of all ages, identities, and abilities.

We support vaccination as the best way to keep our communities and employees safe from COVID-19. Employees must maintain vaccination against COVID-19 in accordance with BCT's vaccination policy.

## WHAT NEXT?

To apply for this rewarding position please visit the link below. Please note, there is no formal closing date for this role. If you are interested, please apply as soon as possible. Candidates will be shortlisted as applications are received.

To apply for this rewarding position please visit  
[breastcancertrials.org.au/our-people/join-our-team/](https://breastcancertrials.org.au/our-people/join-our-team/)