



Fundraising Coordinator

- Full-time
- Located at Wesley Hospital, Auchenflower

ABOUT US

We are proud to be different. While we are Queensland's second oldest medical research Institute, we are deliberately small and move with agility and creativity, enabling us to conduct high-quality, ethical, and rigorous research without being restrained by unnecessary bureaucracy.

Through our world-class research programs and bespoke services, we pursue emerging opportunities and innovation in health and medical research. We have a diversified funding strategy to enable sustained research growth and stability, avoiding reliance on grant cycles, enabling our researchers to focus on what they do best: research.

It's an exciting time to join Wesley Research Institute with a brand refresh, growing team and new 3-year strategic plan.

ABOUT THE ROLE

Ready to supercharge your fundraising career and make a real impact? Wesley Research Institute is seeking its next fundraising superstar to join our dynamic Philanthropy and Fundraising team, and we want YOU to be part of the journey!

As our Fundraising Coordinator, you'll play a pivotal role in implementing groundbreaking strategies to drive revenue growth and deliver impactful supporter experiences across multiple channels. We're on a mission to activate and amplify our campaigns and appeals like never before, engaging supporters, and expanding our reach to make a tangible impact on the lives of countless individuals.

Reporting to our Head of Philanthropy and collaborating closely with our Marketing & Communications Specialist, you'll lead the charge in shaping our single gift and regular giving program, propelling us toward even greater heights of success. From website engagement to social media outreach, your creativity and passion will help us connect with donors and supporters worldwide.

At Wesley Research Institute, we're not just about numbers; we're about real impact and changing lives. Our culture is built on compassion, innovation, and a relentless dedication to giving hope to sick and vulnerable people. We're linking medical and health research to tangible clinical outcomes, improving patient care, and contributing to global knowledge.

If you're ready to be part of a team that's making a difference every day, join us on this incredible journey. Apply now!

Key responsibilities will include:

- Play a key role in developing WRIs annual fundraising plans, while actively driving growth in fundraising income targets, with a focus on appeals, general donations, and regular giving.
- Coordinate high-quality fundraising collateral for appeals and oversee digital marketing efforts.
- Proactively cultivate and steward both new and existing donors, while also identifying and capitalising on new fundraising opportunities to grow our pipeline.
- Coordinate donor communications, including newsletters, campaigns, and email marketing, in partnership with the Marketing and Communications Specialist.
- Maintain the donor database, processing donations, ensure data maintenance, and reporting, with support from the Management & Systems Accountant.
- Utilise data-driven approaches to implement donor segmentation strategies and conduct reporting and analysis collaboratively with team members.
- Support the Head of Philanthropy in expanding major gifts and assist in executing the new bequest/ gifts in wills strategy.
- Assist in budget preparation and monitoring for fundraising activities while maintaining strict confidentiality and fulfill additional duties, as required.

SKILLS/EXPERIENCE

- Proactive communicator with project management experience, ideally within the not-for-profit sector with experience in individual giving and a drive to make a difference in the community.
- Experienced donor-centric fundraiser, adept at turning campaign stories into compelling value propositions that hit the mark with our supporters.
- Skilled in planning and executing multi-channel campaigns, with a talent for analysing, researching, and suggesting optimisation strategies for fundraising processes, including new and innovative digital fundraising tactics.
- Demonstratable digital fundraising experience in supporter acquisition or growth, preferably within a non-profit organisation.
- Proven success in managing end-to-end campaigns and familiarity with fundraising platforms and email systems, with an understanding of CRM integration (e.g. Raiser's Edge) and journey building.

- Exceptional verbal and written communication skills, coupled with stakeholder management abilities and flexibility to collaborate across teams in a dynamic and evolving organisation.
- Demonstrated ability to manage competing demands, prioritise workflows, and a commitment, drive, and passion for our cause.

BENEFITS

- Flexible work arrangements to support work-life balance
- Access to salary packaging, - up to \$15,900 per year tax free plus up to \$2,650 of your pre-tax income to pay for meals and entertainment
- A recognition and rewards platform, providing employee discounts at hundreds of retailers, including everyday expenses, holidays, health insurance, a wellbeing program, and employee assistance program
- Subsidised onsite parking

HOW TO APPLY

Submit your CV and cover letter to careers@wesleyresearch.org.au addressing your experience against the above criteria. Applications will close on **Friday 12th April, 2024**. Interviews for suitable applicants may commence prior to the closing date.

For an informal discussion please reach out to:

David Sloan

Head of Philanthropy

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