

## Be challenged and imagine with us

As Fundraising Coordinator (Community and Giving Appeals), you will lead the University's fundraising initiatives, including direct response appeals, peer-to-peer fundraising, giving days, and more. Your efforts will acquire and retain alumni, staff, and community donors through strategic marketing approaches.

Your role will be pivotal in shaping the University's philanthropic future, enhancing its impact and reputation, and nurturing mutually beneficial relationships with donors.

In this role you will:

- Foster relationships with stakeholders and inspire participation in community, staff, and alumni giving.
- Develop and implement the University's approach to increase income through acquiring and retaining donors through direct response fundraising appeals and giving days.
- Produce consistent, high quality, targeted, and cost-effective marketing and promotional materials to showcase the positive impact of philanthropy through the University.

*This fixed term position is a full time parental leave cover until December 2025, and will be located at the Newcastle City Campus (Awabakal and Worimi land).*

## What we offer

The remuneration for this position is from \$99,655 to \$112,112 + 17% superannuation and is commensurate with skills and experience.

**We offer a range of benefits and employment conditions that help you balance your commitments, stay healthy, and work effectively. For information on our employee benefits (such as leave, flexible working, discounts in private health insurance and gym memberships, and salary packaging) please visit [here](#).**

## About our University

The University of Newcastle stands as a global leader distinguished by a commitment to equity and excellence. Our vision is to be a world-leading University for our regions and creating a better future for our regions and the globe. Underpinned by this vision are our values of excellence, equity, engagement and sustainability.

*We provide opportunities for all people regardless of their background and experience, and this philosophy is reflected across all that we do.*

*The University of Newcastle is an equal opportunity employer committed to equity, diversity, and social inclusion. Women and Aboriginal and Torres Strait Islander candidates are particularly encouraged to apply.*

## Your next steps

Important information before you apply:

- Please apply to this role via this link - <https://www.livehire.com/careers/universityofnewcastle/job/8HDXY/IQS9NUSU0C/fundraising-coordinator>
- Please download a copy from the Related Documents section before commencing your application.
- Applications for this position will only be accepted from those with Australian residency or a valid work permit.

Your application:

Your application must include:

- Your resume.
  - A cover letter outlining your motivation to apply for this opportunity.
  - A statement addressing the Essential Criteria listed below (*these may differ slightly from the Position Description, please only respond to the below in your application*).
1. A relevant undergraduate degree with at least four years subsequent relevant experience in a fundraising, direct response marketing or communications role; or an equivalent combination of relevant experience and/or education/training.
  2. Proven results in the development and implementation of fundraising and/or acquisition marketing campaigns and initiatives through various channels, including direct mail and digital.
  3. Outstanding communication and interpersonal skills and demonstrated ability to manage relationships sensitively and effectively with internal and external stakeholders from diverse backgrounds and always maintain outstanding customer service.
  4. Proven organisational, time management and project management skills as well as a demonstrated ability to think creatively and manage competing demands and apply a high attention to detail.
  5. High level administrative and computer skills, with a high level of competency in word processing, proficiency in creating and manipulating spreadsheets and experience in using complex corporate systems such as customer relationship database applications.

**Please upload your Cover Letter and response to the requested Criteria as one PDF document.** This document should not exceed 4 pages (approximately 2,000 words).

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### Contact Us

For specific position enquiries, please contact Kelly Martin, Senior Manager, Community Fundraising and Donor Relations on (02) 4921 8845 or via email at [kelly.martin@newcastle.edu.au](mailto:kelly.martin@newcastle.edu.au)

Having technical difficulties? Please reach out to us: [employment@newcastle.edu.au](mailto:employment@newcastle.edu.au) *Please note, we do not accept email applications.*

**Closing date: Wednesday 15 May 2024 at 11.59pm AEST**

**We are excited to be Looking Ahead with you**

#LI-CP1