

Job Title: Fundraising Coordinator

Organization: Lymphoma Australia

3-5 days per week depending on experience and availability

Location: [Hybrid - work flexibly from home anywhere in Australia]

About Lymphoma Australia: Lymphoma Australia is a leading non-profit organization dedicated to supporting individuals and families affected by lymphoma, a type of blood cancer. Lymphoma is Australia's number one blood cancer and the most common cancer in your adults, with more than 7,300 Australians diagnosed each year. We provide essential resources, education, awareness and support services to empower patients, caregivers, and healthcare professionals. We advocate for equitable access to treatment and care across Australia. Our mission is to improve the quality of life for those impacted by lymphoma and to advance research efforts towards finding a cure.

Job Description:

Lymphoma Australia is seeking a passionate and driven Fundraising Coordinator to join our team. The Fundraising Coordinator will play a vital role in developing and implementing fundraising initiatives to support our organization's mission and programs. You will be working with a small passionate team and you will need the ability to work autonomously. This position requires a creative thinker with strong communication and organizational skills, as well as a commitment to making a meaningful difference in the lives of those affected by lymphoma.

Key Responsibilities:

- **Develop and Implement Fundraising Strategies:** Collaborate with our team to create and execute comprehensive fundraising plans that align with the organization's goals and objectives.
- **Donor Engagement:** Cultivate relationships with individual donors, corporate sponsors, and community partners to secure financial support for Lymphoma Australia's programs and initiatives.
- **Coordinate Fundraising Events:** Plan, coordinate, support and execute our fundraising events, such as charity walks, end of financial year giving, community fundraisers, virtual online campaigns and digital fundraising. This includes managing event logistics, recruiting volunteers, administration, compliance adherence and promoting events to amplify their reach as well as maximise participation and fundraising efforts.
- **Digital Fundraising:** Utilize digital platforms and social media channels to launch online fundraising campaigns, crowdfunding initiatives, and peer-to-peer fundraising efforts.
- **Donor Stewardship:** Acknowledge donors, sponsors, and supporters in a timely and personalized manner. Maintain accurate donor records and provide regular updates on fundraising activities and outcomes.

- **Collaborate with Cross-Functional Teams:** Work closely with our Lymphoma Australia Team, regarding marketing, communications, and programs, to ensure fundraising efforts are integrated and aligned with overall organizational strategies.
- **Monitor and Evaluate Performance:** Track fundraising metrics and analyze results to assess the effectiveness of various fundraising activities. Use data-driven insights to optimize strategies and improve fundraising performance over time.

About you:

The role is broad and covers many aspects of fundraising, which calls for an enthusiastic candidate willing to jump in and grow with the organisation. This role will suit a mature, detail-oriented, customer-focused individual with exceptional communication skills, dedicated to delivering outstanding support to donors, patients and team members. The successful candidate will be highly organised and can work to and hold deadlines independently, as well as collaborate in a team. A background in the not-for-profit sector is preferable but not essential to success in the role. Your contributions will play a pivotal role in ensuring that Lymphoma Australia provides essential services to empower patients, caregivers, and healthcare professionals.

Qualifications:

- 1-3 years previous experience in fundraising, donor relations, customer service, marketing or sales roles, preferably within the nonprofit sector.
- Excellent written and verbal communication skills, with the ability to articulate Lymphoma Australia's mission and impact to diverse audiences.
- Strong interpersonal skills and ability to build relationships with donors, volunteers, and community stakeholders.
- Highly organized with exceptional attention to detail and ability to manage multiple projects simultaneously.
- Proficiency in Google Workspace, and experience with fundraising software and CRM databases is a plus.
- Passion for the mission of Lymphoma Australia and a genuine desire to make a positive difference in the lives of individuals affected by lymphoma.

Application Process:

To apply for the Fundraising Coordinator position at Lymphoma Australia, please submit a resume, cover letter, and any relevant work samples or portfolio items to sharon.m@lymphoma.org.au

In your cover letter, please address the key responsibilities, your qualifications and interest in supporting our organization's mission. Applications will be accepted until 04/05/2024.

Lymphoma Australia is an equal opportunity employer and encourages candidates of all backgrounds to apply. We thank all applicants for their interest in joining our team and will contact those selected for an interview.