



Position Description

Position Title: Partnerships and Fundraising Officer

Location: Melbourne

Reporting to: CEO

Salary: \$70,000 plus superannuation, including NFP salary packing options.

Hours: Full time (Hybrid, in office / working from home).

Ethiopiaid works in partnership with local Ethiopian organisations to alleviate poverty in a realistic and achievable way so that sustainable change can be driven at grass roots level. We have no religious or political affiliation and take an impartial approach to supporting all people.

We support projects in maternal health, stopping traditional harmful practices, equal rights and education. It is our aim to see an Ethiopia with no preventable poverty, in which every person enjoys the right to quality education, healthcare and a life of dignity.

The successful candidate

We are looking for a proven self-starter who is passionate about making the world a better place. If you are the right person for this role, you are an experienced fundraiser or have spent at least two years in an administrative or customer service role

Purpose of the role

The Partnerships and Fundraising Officer is a key support role to the CEO. The role plays an integral part in maintaining the major donor program ensuring the CEO is working with qualified leads and tracking all major donor communications. They also provide administrative support and oversight of partner projects to ensure all reporting requirements are met.

Responsibilities include but are not limited to:

Major Donor Administration	<ul style="list-style-type: none">• Work closely with the CEO to ensure Major Donor action plans are continually reviewed, developed, and fulfilled.• Ensure accurate and timely communications with donors.• Create relationship opportunities by working strategically with the CEO and the Board• Prospect research potential new donors.
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	<ul style="list-style-type: none"> • Coordinate an effective program for recognition and stewardship of Major Giving including engagement opportunities and events. • Assist with the planning and delivery of and special events for donors and prospects. • Accurately record activity in the CRM system (Clarety).
Trusts and Foundations	<ul style="list-style-type: none"> • Assist with stewardship and proposals to trusts and foundations – in particular family trusts that require a bespoke relationship management approach. • Provide support in ensuring all reporting requirements are met.
Project Administration	<ul style="list-style-type: none"> • Work with the CEO to oversee the administration and recording of projects with Ethiopian NGO partners: <ul style="list-style-type: none"> ○ Create new project agreements. ○ Schedule payments of grants. ○ Assist CEO with annual monitoring and evaluation. ○ Manage the partner reporting schedule.
Office Administration	<ul style="list-style-type: none"> • Assist with answering phones, donation processing and other ad-hoc duties as required

Key Skills:

Essential:

- Experience in office administration.
- Excellent communication skills, particularly via phone.
- Self-motivated and able to work independently.
- A genuine people person.
- Highly organised with a strong attention to detail.
- Excellent time management skills.
- Experience in a similar role using Microsoft Office, including Word, Excel, Outlook and Powerpoint.
- Excellent customer service skills.

Desirable:

- Fundraising experience.
- Knowledge of Clarety or another CRM.
- An interest in international development.

For further information please contact Sharon Elliott on 0400 130 510 or sharon@ethiopiaid.org.au.

Applications should be sent to sharon@ethiopiaid.org.au. Please note that a cover letter addressing why you are interested in the role and your suitability should be included alongside your resume.