



We're looking for a committed Fundraising and Marketing Coordinator

Position title: Fundraising and marketing Coordinator

Location: Home based office

Reports to: CEO

Positions supervised: n/a

Employment status: Contract, full-time.

Hours of work:

Required to work five days per week to cover business requirements of an 8 hour day and 40 hour week but might be required to work outside these depending on business requirements.

Travel: Limited travel may be required.

Responsibilities:

- Manage all elements integrated multi-channel direct marketing appeals, recruitment and advocacy, plus regular giving solicitation from start to finish.
- Develop, lead and maintain fundraising and marketing strategies across digital, advertising, appeals, donor recruitment in line with STBF' s objectives.
- Manage annual income and expenditure budgets as they pertain to fundraising and marketing.
- Develop, manage and enhance donor experience, delivering tailored communications across channels.



- Contribute to strategic fundraising plan, providing evaluation and financial reports for all activities.
- Work with CRM to develop data analysis and segmentation.
- Cross team collaboration, developing strong relationships with all stakeholders.
- Maintain and grow image library and marketing collateral.
- Deliver a high standard of customer service to all donors and the general public engaged with fundraising for STBF.
- Work collaboratively and in partnership with colleagues and external consultants/suppliers.

Skills and Attributes:

- Sound understanding of marketing principles and experience in managing multi-channel direct marketing campaigns with a clear net income focus.
- Excellent project management skills and the ability to prioritise and manage workload to meet tight deadlines.
- Tenacious and self motivated with ability to work autonomously.
- Experience in acquisition, donor stewardship and supporter journeys desirable
- Experience in a range of digital marketing strategies.
- Team player with excellent interpersonal and relationship management skills and experience in managing relationships with agencies and suppliers.
- Ability to manage budgets and meet performance targets.
- Excellent writing ability and numerical accuracy with good attention to detail.
- Have an eye for design and creative copy and how they are different according to channel/audience.



Position requirements:

- Conduct activities in accordance with STBF policies, procedures and management instruction as and when required
- Work collaboratively with your colleagues in pursuit of the overall organisational mission
- Other duties as may be assigned by your manager

Don't miss this unique opportunity to join a small but committed and passionate team. This role provides an exciting opportunity to make a significant impact – to ensure that the Bilby does not become extinct. This would be a great role for a self-motivated and driven professional that has high standards, great attention to detail and just gives everything a crack. The opportunity to grow income streams, and therefore the role, is very real.

Your application must consist of:

- Maximum **one-page cover letter** explaining why you' re the best person for this job.
- Maximum **two-page resume** outlining relevant skills, experience and education. Please note that it' s not necessary to include employment history prior to the last five years of employment.
- Maximum **400 words** outlining an example of where your resourcefulness and 'can do' approach helped to solve a problem or reach a goal. Please ensure that you highlight the skills that you have put into play to ensure the desired outcome was reached.

Send your application to admin@savethebilbyfund.org

Applications close Thursday 18 April 2019

If you need further information, please call Sara on 0424 655118