

Fundraising Administrator

0.6 EFT, 12 months fixed term

The Human Rights Law Centre, a leading national human rights law and advocacy organisation based in Melbourne, seeks a Fundraising Administrator to coordinate and enhance the HRLC's fundraising activities. This is a new position.

About the Human Rights Law Centre

The Human Rights Law Centre is dedicated to promoting and protecting human rights in Australia and Australian activities overseas. We do this through a strategic combination of evidence-based advocacy, research, litigation and education. The HRLC is an independent, not-for-profit, non-government organisation.

We work in coalition with key partners, including community organisations, law firms and barristers, academics and experts, and international and domestic human rights organisations.

Our work focuses on:

- Strengthening legal protection of human rights
- Ensuring Australia engages with United Nations human rights bodies and respects its international law obligations
- Promoting human rights through Australian foreign policy and ensuring Australian companies comply with human rights obligations in overseas activities
- Promoting the rights of asylum seekers and refugees
- Ensuring the use and conditions of detention comply with human rights standards
- Partnering with Aboriginal and Torres Strait Islander organisations to ensure that Aboriginal and Torres Strait Islander peoples' human rights are protected
- Ensuring human rights compliant policing
- Promoting the human rights of lesbian, gay, bisexual, transgender and intersex Australians
- Ensuring the protection and promotion of women's rights.

The HRLC receives less than 10% of its revenue from government. It relies heavily on donations from private and corporate donors and grants from philanthropic trusts and foundations.

About the Fundraising Administrator

Reporting to the HRLC's Executive Director, the Fundraising Administrator will support the Executive Director, Communications Director and other HRLC staff to coordinate and enhance the HRLC's fundraising activities. The position will also provide administrative support to the Executive Director.

Key responsibilities

- Work with the Executive Director, Communications Director and other HRLC staff to implement and enhance the HRLC's fundraising strategy
- Create, manage and ensure implementation of the HRLC's calendar of fundraising key dates, fundraising events and donor briefings

- Assist with development of communication strategies and materials for donors including maintaining and updating relevant website content
- Assist HRLC staff to plan, co-ordinate and run public events such as roundtables, public seminars and fundraising dinners and events
- Coordinate and help to facilitate and support the activities of individuals or groups seeking to support the HRLC (eg: donor circle)
- Ensure donations are adequately recorded and appropriately responded to
- Develop and maintain systems to support and report on fundraising activities, including assisting with maintaining the HRLC's database and email distribution lists
- Provide administrative support to the Executive Director including assisting with preparing board papers, funding applications and acquittals and other executive assistance
- Subject to workload, assist other HRLC staff with administrative support
- Perform other duties related to the proper performance of the role as required

Selection Criteria

Essential

- Excellent oral and written communication skills
- Strong organisational, administrative and financial skills
- Attention to detail
- Strong interpersonal and teamwork skills
- Ability to work with a high degree of autonomy and limited supervision
- Commitment to the HRLC's values and strategies for promoting and protecting human rights
- Experience in fundraising
- Proficiency in Microsoft Office applications

Desirable

- Experience working in a public interest, social justice or human rights not for profit organisation
- Experience in communication and public events
- Proficiency in database management and website content management
- Relevant qualifications in fundraising, marketing or communications

Terms and Conditions

- The position is part-time 0.6 EFT (22.5 hours per week) for a period of 12 months fixed term, with the possibility of extension subject to funding.
- The equivalent full-time salary will be up to \$55,000, depending on qualifications and experience.
- The HRLC has charity tax status enabling us to offer staff generous salary packaging options including meals and entertainment packaging. The tax savings for staff who take full advantage of salary packaging options significantly increases their take home pay.
- The HRLC supports flexible work arrangements; days and hours of work can be negotiated.
- The position will involve occasional travel and work outside normal business hours.

Applications

- Send a cover letter, your resume and a brief response to the selection criteria by email to the Executive Director, Hugh de Kretser: hugh.dekretser@hrlc.org.au
- Applications close Tuesday 25 November 2014.

Further information

For further information about the Human Rights Law Centre, see www.hrlc.org.au.

For further information about this position, contact the Executive Director, Hugh de Kretser, on (03) 8636 4420 or hugh.dekretser@hrlc.org.au