

Fundraising Coordinator

0.8 EFT or full-time, ongoing

The Human Rights Law Centre, a leading national human rights law and advocacy organisation with offices in Melbourne and Sydney, seeks a Fundraising Coordinator based in Melbourne to coordinate and enhance the HRLC's fundraising activities.

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 legal action, advocacy, research, education and UN engagement. 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 the legal protection of human rights
- Defending democratic freedoms
- Promoting the rights of people seeking asylum and refugees
- Ensuring that prisons, youth justice centres and police cells 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
- Promoting the human rights of lesbian, gay, bisexual, transgender and intersex Australians
- Ensuring the protection and promotion of women's reproductive health rights
- Ensuring that Australia promotes human rights through foreign policy and UN engagement
- Ensuring Australian companies comply with human rights in their overseas activities

The vast majority of the HRLC's funding comes from private and corporate donations and grants from trusts and foundations. This is supplemented with funding from events, government grants and other income. The HRLC currently conducts two annual appeals in June and December.

About the Fundraising Coordinator

Reporting to the HRLC's Executive Director, the Fundraising Coordinator will work with the Executive Director, Communications Directors and other HRLC staff to coordinate and enhance the HRLC's fundraising activities.

Key responsibilities

- Work with the Executive Director, Communications Director and other HRLC staff to refine and implement the HRLC's fundraising strategy
- Coordinate HRLC annual donation appeals
- Plan and engage external contractors to execute the annual Human Rights Dinners in Melbourne and Sydney and manage the fundraising aspects of the dinners including sourcing auction items and sponsorship
- With the Executive Director, coordinate and help to facilitate and support activities to identify, cultivate, grow and care for major donors, including through the Ambassador's Circle
- Refine and manage the HRLC's calendar of fundraising key dates and events including key dates for grant applications

- Refine and manage the HRLC's system for ensuring compliance with grant receipting, reporting and acquittals
- Assist with the development of communication strategies and materials for donors
- Ensure donations are adequately recorded and appropriately responded to
- Develop and maintain systems to support and report on fundraising activities, including maintaining the HRLC's Salesforce database and email distribution lists
- Plan, coordinate and run events for donors and assist HRLC staff to run other public events
- Recruit and supervise fundraising and event volunteers
- Perform other duties related to the proper performance of the role as required

Selection Criteria

Essential

- Excellent oral and written communication skills
- Strong organisational and administrative skills
- Outstanding attention to detail
- Strong interpersonal skills and sound judgment
- Ability to take initiative, prioritise and work independently with limited supervision
- Excellent time management skills and ability to meet deadlines
- Ability to work effectively in a small dynamic team
- At least 12 months' experience in fundraising
- Experience in customer relationship management systems (eg: Salesforce)
- High level of expertise in MS Office software including Outlook, Word and Excel
- Passion for human rights

Desirable

- Experience in communication and public events
- Experience in email campaign software (eg: Campaign Monitor).
- Relevant qualifications in fundraising, marketing or communications
- Experience working in a public interest, social justice or human rights not for profit organisation

Terms and Conditions

- The position is 0.8 EFT (30.4 hours per week) or full-time (38 hours). We will also consider 0.6 EFT (22.8 hours per week) with additional casual assistance. 6 month probation period.
- The equivalent full-time salary will be up to \$67,000, plus 9.5% superannuation, 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 take home pay.
- The HRLC offers flexible working arrangements, paid leave between Christmas and New Year in addition to the normal annual leave provision, opportunities for professional development, and a workplace culture that is professional, dedicated, collaborative and dynamic.
- The position will involve occasional travel and work outside normal business hours, including travel to Sydney for donor events and the Sydney Human Rights Dinner.

Applications

Applications should be sent by email to Hugh de Kretser hugh.dekretser@hrlc.org.au and should comprise:

- a cover letter (maximum 1 page);
- a document addressing the selection criteria (maximum 2 pages); and
- your resume.

Please make your application a single PDF document with your name in the document title.

Closing date Wednesday 8 March 2017

Further information

For more information about the Human Rights Law Centre, see www.hrlc.org.au. For more information about this position, contact the Executive Director, Hugh de Kretser, on (03) 8636 4420 or hugh.dekretser@hrlc.org.au