

## Donor Relations Coordinator

### UnitingWorld

#### ARE YOU...

- Motivated to work in a values-driven, high-impact, international aid organisation where you can make a lasting difference?
- An excellent communicator and good at relationship building?
- Looking for a flexible and rewarding part-time role as part of a great team?
- Familiar with the Uniting Church

We have a part-time (0.5) permanent remote position based in Melbourne (VIC).

#### ABOUT THE ORGANISATION

UnitingWorld is a Sydney-based international aid organisation, working with partners in Asia, Africa and in the Pacific to address the causes and consequences of poverty, injustice and violence. We are a member of the Australian Council for International Development (ACFID) and accredited with the Australian government to access Australian Aid funds. We are an Agency of the Uniting Church in Australia.

#### ABOUT THE ROLE

The Donor Relations Coordinator is part of our Communications and Fundraising Team. Reporting to the Donor Relations Manager, you will be responsible for nurturing a cohort of major and mid-range donors by building strong respectful relationships with the aim of increasing loyalty and financial support. Developing connections and networks within the Uniting Church you will engage individuals and regularly present about UnitingWorld's work to congregations.

The role is broad and covers many aspects of fundraising so will suit a keen and enthusiastic individual who is willing to jump in and thrive. As a remote position, we are seeking a highly capable and organised candidate who can work independently. The successful candidate will be someone who is a strong communicator, passionate about public speaking and capable of nurturing existing and new donor relationships. Background within the not-for-profit sector is preferred but not essential to success in the role.

Willingness to travel within Victoria and interstate, and the ability to work flexibly to fit in Sunday and after-hours supporter meetings, is a key requirement of the role.

#### ADDITIONAL BENEFITS:

- Flexible working arrangements.
- NFP salary packaging options, plus meals and entertainment benefits.
- Gifted leave entitlement.
- Employee Assistance Program.
- Work in a creative environment that encourages staff development and contribution.

We are keen to attract people who reflect the diversity of the communities we partner with. We welcome applications from all ages and genders, Aboriginal and Torres Strait Islander people, people with disabilities, LGBTQI+ and diverse ethnic and cultural backgrounds.



The successful candidate for this position will be subject to pre-employment checks which include a Criminal Record Check and Working with Children Check.

#### HOW TO APPLY

**The position description attached includes selection criteria. Applicants should include a CV and a cover letter that addresses the selection criteria.**

**Applications will be reviewed on a rolling basis. Candidates are encouraged to apply as soon as possible.**

**For further details regarding the role please contact Suzanne Cullen at [ea@unitingworld.org.au](mailto:ea@unitingworld.org.au) using the subject line: Donor Relations Coordinator**