

Human Rights Law Centre

Recruitment Pack – Philanthropy Officer

The Human Rights Law Centre, a leading national human rights organisation, seeks a Philanthropy Officer to assist with the management of our fundraising and grant seeking. This is an ongoing part-time position based in Melbourne working 0.8EFT.

About the Human Rights Law Centre

The Human Rights Law Centre uses strategic legal action, policy solutions and advocacy to support people and communities to eliminate inequality and injustice and build a fairer, more compassionate Australia.

Our vision is an Australia where everyone is free to lead a decent, dignified life; where our laws, policies and institutions promote fairness and equality; and where people and communities have the power to address inequality and injustice and ensure that governments always act in the public interest.

The Human Rights Law Centre is a registered charity with offices in Melbourne and Sydney. We are a diverse team with a strong, shared commitment to creating a better, fairer Australia.

We know our team and our work is stronger with a diversity of backgrounds and experience, including lived experience of the issues we work on. Aboriginal and Torres Strait Islander people, people of colour, people from culturally and linguistically diverse and refugee backgrounds, people with diverse religious beliefs, women, LGBTIQ+ people and people with a disability are strongly encouraged to apply.

About the role

The Philanthropy Officer will report to the Development Manager and will assist the Human Rights Law Centre in managing our fundraising and grant seeking activities. This important role will help strengthen important relationships with our supporters to increase our human rights impact and financial sustainability.

Ongoing, part-time position working 30.4 hours (4 days) per week.

Classification: SCHADS Award Level 3.

Key Responsibilities

- Maintaining our donor stewardship program (monitoring incoming gifts; supporting senior staff to engage with donors; thanking donors by phone and email; re-engaging lapsed regular donors).
- Monitoring grant deliverables and assisting senior staff with grant seeking and compliance responsibilities.
- Responding to general donor queries by phone and email.
- Ensuring supporter records and grants compliance tasks are promptly and accurately entered in our CRM (Salesforce).
- Generating invoices and receipting manual payments.
- Working with the Development Manager to develop CRM processes, dashboards and reports to assist with donor engagement and fundraising evaluation.
- Maintaining and updating automated supporter emails.
- Assisting with the provision of CRM training and support to staff.
- Assisting the Development Manager with research and implementation of CRM configurations and software integrations.
- Assisting the Development Manager with the planning and delivery of two annual fundraising appeals.
- Assisting the Development Manager and other Public Engagement team members with the planning and delivery of events.
- Maintaining subscriber lists for email marketing.
- Assisting the Development Manager with other donor prospecting tasks and supporter engagement projects.

Key Selection Criteria

Essential

- Strong experience using a CRM in a fundraising or customer service role. Salesforce experience is extremely desirable.
- Highly organised with strong attention to detail.
- Fast learner with a strong aptitude and interest in IT systems.
- Excellent verbal and written communication skills. Enjoys talking to supporters and is comfortable engaging with stakeholders from diverse backgrounds.
- 3+ years working in a fundraising, administrative or customer support role.
- Proficient using Microsoft Excel.

Highly Desirable

- Experience building CRM reports and dashboards.
- Experience working in a not-for-profit organisation.
- Experience fundraising or philanthropy administration role.

Terms and Conditions

- The salary will be pro rata of an annual full-time equivalent salary of between \$65,880 and \$73,449 depending on experience plus compulsory superannuation (currently 9.5%).
- This is an ongoing, part-time position working 30.4 hours (4 days) per week. Hours can be worked flexibly over 5 days if preferred. 6 month probation period.
- The Human Rights Law Centre 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 Human Rights Law Centre offers flexible working arrangements, 5 weeks annual leave, opportunities for professional development, and a workplace culture that is professional, dedicated, collaborative and dynamic.
- While COVID-19 restrictions are in place, this role will work remotely.

Applications

Applications should be sent by email to Rachel Richmond, Development Manager at jobs@hrlc.org.au and should comprise:

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

Please combine these three documents into a single PDF document, clearly named with your name in the document title.

Closing date for applications is Thursday 25 March 2021.

Shortlisted applicants will be contacted by telephone for interview within around one week of the closing date.

Further Information

For further information about the Human Rights Law Centre, see www.hrlc.org.au. For further information about this position, email admin@hrlc.org.au.