

**Summary of Role:**

This role focuses on managing our small office, implementing key elements of AID/WATCH's fundraising program in collaboration with other staff and includes some book-keeping and financial management duties.

**Responsible to:** Committee of Management

**Salary:** \$52,946 pro rata

**Hours:** 15 hours per week

**Selection Criteria:**

- Ability to inspire potential and current donors with creative approaches to raising funds in a grass-roots, community sector context
- Demonstrated ability to be self-directed in implementing project objectives
- Demonstrated ability to communicate effectively in a diverse range of forms and contexts
- Ability to work in a collective office structure with a small team and volunteers
- Understanding of international aid, development and environment issues
- Well developed office administration skills
- Understanding of the non-profit, community and charity sector
- Commitment to and understanding of ethical fundraising practices

**Key Tasks and Responsibilities:**

- Maintain office database – responsible for data entry, database backup, data security
- Produce & manage fundraising appeals
- Member servicing and renewals
- Work in tandem with AID/WATCH Campaigner(s) to generate new membership
- In consultation with the Committee of Management, prepare budgets and cashflow assessments
- Strategically plan and implement future new revenue streams (bequests, donor partnerships etc.)
- Accounts payable and receivable
- Provide timely reporting to the AID/WATCH committee of Management

**Skills required (Essential):**

- Strong administration skills and abilities
- Computer skills – knowledge of Windows operating system, Office programs (Word, Excel, PowerPoint)
- Experience as a fundraiser

**Skills Required (Desirable):**

- Proven ability to think and plan strategically
- Networking and communication skills
- Experience working with organisations and individuals in developing countries in the region
- Knowledge of basic bookkeeping/accounting and experience in computerised accounts systems (MYOB)
- Experience of Database management including familiarity with MS Access

AID/WATCH is an equal opportunity employer. Applications of five pages maximum need to address the selection criteria and include a short CV. Applications should be sent to [jemma.bailey@gmail.com](mailto:jemma.bailey@gmail.com) or AID/WATCH, 19 Eve Street, Erskineville, 2043. Applications close Monday 15<sup>th</sup> February. For other inquiries phone 02 9557 8944.