

## Direct Fundraising Officer

This is an exciting opportunity for a talented marketing professional with at least 2 years experience in a fundraising role to help support the growth of a dynamic national environmental organisation tackling one of the greatest threats to biodiversity – invasive species.

<b>Position:</b>	<b>Direct Fundraising Officer</b>
<b>Reports to:</b>	Fundraising Manager
<b>Basis:</b>	Full time
<b>Location:</b>	Remote home or shared office. Applicants close to Canberra/Sydney/Melbourne/Brisbane/Katoomba are encouraged to apply.
<b>Duration:</b>	Permanent
<b>Salary range:</b>	\$70,000-\$80,000 plus super, depending on skills and experience

## Job description

This is an exciting opportunity for a driven and passionate environmentalist to join Australia's leading advocacy organisation tackling invasive species at a very exciting time. The Invasive Species Council has just embarked on a ten-year journey of growth as we make the 2020s the 'decade of biosecurity'.

To support this growth, ISC is looking for a motivated marketer or fundraiser to promote our mission and assist the fundraising team to deliver the fundraising programs. The key tasks will be to coordinate and implement the fundraising strategy to achieve growth targets while working closely with the fundraising manager.

You will have proficient copy writing and digital skills and be someone who is an open communicator with a keen eye for detail.

## Key Functions

- Coordinate and operationalise the fundraising programs.
- Assist in the writing of fundraising communications.
- Tracking of fundraising performance.
- Assisting with data management.

## Responsibilities

- Set up and coordinate digital supporter growth activities, direct mail appeals and telemarketing programs.
- Assist with the preparation of data selection briefs for extraction of data for programs.
- Coordinate fundraising administration tasks such as monitoring and ordering fundraising supplies; liaising with services providers such as printers and mail-houses; and assisting in organising meetings and events for the major gifts program when needed.
- Coordinate supporter relations activities and materials regular giving welcome packs, thank yous, donor care and tax receipt letters and emails.
- Under the guidance of the fundraising manager write thank you letters, fundraising related web content and supporter relation correspondence.
- Assist in the development and roll out of processes and procedures for the fundraising team.
- Proactively contribute to the culture at ISC: a positive, fun, and value-driven culture within the team and ISC.

- Other duties as determined by the Fundraising Manager from time to time.

### ***Selection Criteria***

#### Essential

- A minimum of two to three years marketing or fundraising experience with a marketing or equivalent degree.
- Experience coordinating direct mail and digital campaigns with an understanding of improving program performance and associated revenue.
- Sound ability to set up emails in a system like Mailchimp, Campaign Monitor, Nation Builder or equivalent and ability to use basic A/B testing for tracking and optimization purposes.
- Intermediate skills at Microsoft Word (i.e. mail merge) and Excel programs (i.e. calculations, formulas and basic manipulation of the datasheet).
- Excellent verbal and written communication skills.
- Strong administrative skills and the ability to create processes along the way.
- Ability to manage expectations and work well with different teams and stakeholders, and ability to work autonomously.
- Ability to work under deadline pressure and manage production schedules to develop and deliver shared projects.
- Self-motivated, energetic, focused, team player willing to learn, solve problems and expand their fundraising knowledge.

#### Desirable

- Passionate about growing and strengthening a movement of people to protect biodiversity by tackling invasive species.
- Understanding of environment, agricultural and/or biosecurity issues.
- Experience working for an advocacy organisation.
- Experience in Canva and basic proficiency in design programs like InDesign and/or Photoshop
- Fundraising copywriting and lead gen experience
- Experience running or assisting with major donor events and forums.

**Location:** Remote home or shared office. Applicants close to Canberra/Sydney/Melbourne/Brisbane/Katoomba are encouraged to apply. The Invasive Species Council supports decentralised working arrangements.

### **Applications**

Applications should be sent to [recruitment@invasives.org.au](mailto:recruitment@invasives.org.au)

Applications should include the following:

- A resume
- A statement explaining how you meet each of the selection criteria

Applications that do not directly address each criterion will not be accepted.

It is a requirement of working with the Invasive Species Council that you provide evidence that you are up to date with your COVID19 vaccinations.

**Applications close:** 11:59 pm Wednesday 2 November 2022.

### **More info**

If you have any questions regarding the role or application process, please contact [recruitment@invasives.org.au](mailto:recruitment@invasives.org.au)

### **About the Invasive Species Council**

The Invasive Species Council is a non-government donor-funded organisation that seeks better laws and policies to protect the Australian environment from invasive plants, animals and diseases. Invasive species have been the main driver of environmental loss of Australia's native animals since colonisation and remain one of the main threats to the future survival of all our unique wildlife on land and sea.

Formed in 2002, the Invasive Species Council is Australia's only environmental organisation dedicated to strategically tackling this issue and has made numerous interventions that have reduced the environmental impacts from invasive species.

Over recent years we:

- played a major role in ensuring the establishment of the national office of environmental biosecurity.
- secured \$411 million over ten years to eradicate red fire ants from south east Queensland.
- secured \$24.8 million to eradicate yellow crazy ants from Cairns and Townsville.
- co-hosted the 1st and 2nd Australian Biosecurity Symposium.
- jointly conducted ground-breaking research to identify harmful invasive insects that could establish in Australia.
- led efforts to recognise the national threat from expanding populations of feral deer.
- driven the Reclaim Kosci campaign that seeks to reverse the protection of feral horses in Kosciuszko National Park.

Our 2022-2030 Strategic Plan can be found here: <https://invasives.org.au/about-us/strategic-plan/>

And more details about all our campaigns can be found on our website: <https://invasives.org.au/>