

## Job Description

### POSITION VACANT: Project Officer

Want to be part of one of the most impactful environmental organisations working to save wildlife, defend protected areas and stop extinction?

This is an exciting opportunity to expand your career and gain valuable experience in a growing philanthropy program. We're looking for a motivated and skilled individual to provide essential project support and coordination.

You could be an environmentalist with fundraising experience, a PR professional from a government or advocacy organisation, an executive assistant looking to contribute to a meaningful cause, or a sales professional seeking a career with purpose. If you possess exceptional organisational, project management, interpersonal, and customer service skills, and you're eager to thrive in a dynamic, fast-paced, and supportive environment, this is the perfect opportunity to make a significant contribution to nature conservation.

With 5+ years of professional experience, you will be instrumental in growing the philanthropic capacity of a leading national environmental organisation tackling the leading cause of animal extinction — invasive species.

<b>Position:</b>	<b>Project Officer</b>
<b>Reports to:</b>	Marketing and Development Director
<b>Basis:</b>	Casual or contract (Part time or full time considered for the right candidate)
<b>Location:</b>	Remote (Australia-wide) home or shared office.
<b>Duration:</b>	3 month minimum
<b>Salary range:</b>	\$90,000 - \$105,000 per annum plus Superannuation (pro-rata for part time or casual arrangements) depending on skills and experience. Salary packaging, 1 week paid study or field work leave, plus 3 days additional paid leave over Christmas/New Year leave are part of the package.

### Job Description

This is an exciting opportunity for a passionate and skilled person to join Australia's leading advocacy organisation tackling invasive species.

The Invasive Species Council is four years into a ten-year journey of growth as we aim to prevent more invasive species-led extinctions by 2030 in the midst of an extinction crisis. With 2 billion animal deaths every year due to roaming cats alone and 25 extinctions caused, we need to build our philanthropic support so that our conservation team can stop the onslaught of invasive species.

We're looking for an experienced professional to join our team. We highly value transferable skills and encourage applications from individuals with successful backgrounds in areas such as Project management, PR, executive support, corporate sales, or face-to-face fundraising, particularly those with a strong connection to and understanding of environmental issues, or a deep desire to contribute to conservation.

As a Project Officer, you will work closely with the Marketing and Development Director, Philanthropy Specialist, Operations Manager, and Administration Officers to support the implementation and growth of our philanthropy program, with a focus on major donors, trusts, and foundations. Your exceptional organisational, project management, interpersonal, and customer service skills will be critical to your success in this role.

You will be comfortable coordinating projects from initiation to completion, ensuring timely delivery and high-quality outcomes. You will excel at delegation, follow-up, and coordinating events, and you will also enjoy the detail-oriented work of research, data management, and system administration. You are confident with data and CRM systems, proactive, and bring enthusiasm and integrity to your work.

Your positive attitude, reliability, and maturity will enable you to work effectively both autonomously and collaboratively, managing multiple projects and contributing to our supportive team culture.

We offer a flexible and supportive work environment, with most staff working remotely. We come together twice a year as an organisation and also take advantage of other opportunities for team get-togethers throughout the year.

### ***Key Functions***

- Coordinate the planning and execution of cultivation and fundraising events, both in-person and virtual.
- Coordinate the preparation and distribution of donor communications, including major donor appeals, CEO updates, impact reports, and event invitations.
- Administer the Trusts and Foundations calendar, including application deadlines and reporting requirements, and coordinate the preparation of applications and reports.
- Develop and maintain project plans, track program results, and prepare reports on philanthropy activities.

### ***Responsibilities***

- Coordinate the full grant cycle, from identifying funding opportunities to preparing and submitting applications and fulfilling reporting requirements.
- Manage the Trusts and Foundations calendar, ensuring timely submission of applications and reports.
- Develop and maintain project plans for philanthropy initiatives.
- Organise events to cultivate and engage donors, including managing RSVPs, coordinating with speakers, and overseeing logistics.
- Support the delivery of an integrated Major Donor Direct Marketing Program (digital, mail, and phone), including adapting appeals, managing donor stewardship mailings, and coordinating event invitations.
- Coordinate the donor onboarding and acknowledgement process and implement a best-practice donor journey for new and prospective major donors.
- Conduct research on prospective donors and prepare briefing notes.
- Track and report on key performance indicators for the philanthropy program.

- Maintain accurate and up-to-date donor records in the CRM database.
- Research and identify potential major donors, trusts, and foundations.
- Ensure that action items from philanthropy meetings are recorded and followed up on.
- Collaborate with designers to develop donor communication materials.
- Analyse and report on major donor program performance to inform strategy and decision-making.
- Organise meetings, prepare agendas, and take meeting minutes.
- Proofread and ensure the accuracy of all donor-related materials.

### ***Performance Measures***

- Smooth and efficient operation of the philanthropy program.
- Effective support provided to the Marketing and Development Director and the philanthropy team.
- Timely communication with internal teams to facilitate program delivery.
- Proactive collaboration and support provided to colleagues.
- Accurate and timely completion of tasks and projects.

### ***Key Selection Criteria***

#### ***Essential***

- A minimum of five years of professional experience in roles involving fundraising, sales, high-level administrative support, project management, or public relations.
- Demonstrated experience in setting project timelines and managing activities to meet deadlines.
- Proven ability to develop and implement operational and project plans.
- Excellent interpersonal and communication skills, with a commitment to providing high-quality service.
- Experience in planning and executing events.
- Demonstrated ability to develop project plans and reports.
- Highly self-motivated, proactive, and a collaborative team player.
- Exceptional time management, task management, and organisational skills, with strong attention to detail.
- Excellent listening and comprehension skills, with the ability to follow instructions and deliver accurate work.
- Advanced attention to detail and a commitment to accuracy.
- Intermediate proficiency in Microsoft Word (including mail merge) and Excel (including calculations and data manipulation).
- Ability to proactively identify needs and respond appropriately.
- Proven ability to work both autonomously and collaboratively within a team.

#### ***Desirable***

- Experience in advocacy or the not-for-profit sector.
- A strong personal connection to and enthusiasm for environmental protection.
- An understanding of invasive species management.
- Experience coordinating successful direct marketing campaigns.

## **Applications**

Please send a resume with at least two referees and a cover letter explaining how you meet each of the selection criteria to: [recruitment@invasives.org.au](mailto:recruitment@invasives.org.au). Applications that do not directly address each criterion will not be accepted.

ISC is an equal opportunity employer. Aboriginal and Torres Strait Islander people are encouraged to apply.

**Applications close:** ASAP or Sunday 25th May 2025.

## **More info**

For specific questions about the role, please contact Amber Sprunt, Marketing and Development Director, at [ambers@invasives.org.au](mailto:ambers@invasives.org.au) or 0437 388 895

## **About the Invasive Species Council**

You will be joining a dynamic team that advocates for nature, is committed to science, is fearless and persistent and is collaborative with first Australians.

The Invasive Species Council is a non-government donor-funded organisation formed in 2002 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. Unless we take action, work with others and speak out, Australia's biodiversity crisis will only worsen.

The Invasive Species Council has made numerous interventions to reduce the environmental impacts from invasive species. Over recent years we:

- played a major role in the establishment of the national Office of Environmental Biosecurity.
- raised the alarm about the imminent threat of highly pathogenic avian influenza.
- secured over \$1 billion for the national red fire ant eradication program.
- secured \$25 million to eradicate yellow crazy ants from Cairns and Townsville.
- led efforts to recognise the national threat from expanding feral deer populations.
- jointly conducted ground-breaking research to identify harmful invasive insects that could establish in Australia.
- co-hosted the Australian Biosecurity Symposium since 2019.
- led the establishment of the Decade of Biosecurity initiative.
- drove the Reclaim Kosci campaign that has seen reductions in feral horses in Kosciuszko National Park.

We work remotely from homes in many parts of Australia. Support for your professional development will be a priority.

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

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