



<b>Job Title:</b>	Fundraising Assistant
<b>Reporting to:</b>	Fundraising and Philanthropy Director
<b>Location:</b>	Based in Sydney Action Centre. The role may involve interstate travel as required.
<b>Hours:</b>	75 hours per fortnight, however you may be required to work additional hours depending on the needs of the team.
<b>Grade:</b>	Level 2
<b>Effective Date:</b>	March 2020
<b>Job Overview:</b>	<p>The Fundraising Assistant provides effective and efficient administrative and project support to the Fundraising Team in reaching agreed targets. Ongoing tasks include: tracking and reporting, coordinating fundraising compliance, team scheduling, fulfilling merchandise, assisting with events, digital appeal support (e.g. SMS management, social moderating), supporter feedback and complaints handling.</p> <p>This role is an excellent opportunity to develop skills and knowledge across the full spectrum of our fundraising programs.</p>
<b>Main Responsibilities:</b>	<ul style="list-style-type: none"><li>• Assist Fundraising Director and Individual Giving Leads as required</li><li>• Support Fundraising Team during peak periods (for example, new projects and programs, events and major appeals)</li><li>• Administrative support to the fundraising team such as invoice processing, stock maintenance and credit card and finance reconciliation</li><li>• Coordinate fundraising compliance requirements, including maintaining compliance register and ensuring documentation is processed in a timely manner</li><li>• Assist the fundraising team with data imports and exports as well as helping with supportive administrative tasks such as briefings, content sourcing, mailhouse/merchandise management, organising conference and travel bookings</li><li>• Support digital fundraising programs to recruit regular givers and new donors (Content development, SMS management, social moderation and track performance).</li><li>• Coordinate team logistics, including; planning, training and regular meetings</li><li>• Producing and delivering communications as relevant to the role, using a range of channels and technologies</li><li>• Performing the role to a high standard within agreed timelines, in line with Amnesty International Australia's (AI Australia's) vision</li><li>• Other tasks within your skills and competence as required</li></ul>

**Essential  
Qualifications, Skills  
and Experience:**

- High level communication & interpersonal skills - EI - (written, face to face, telephone, social media)
- Demonstrated experience in providing a range of administrative support services and managing multiple tasks
- Ability to work independently with minimal supervision
- Demonstrated initiative and quick learner. Ability to take on complex tasks and systems
- Good quality analytical skills
- High quality interpersonal skills, including ability to build effective relationships
- Excellent organisational skills, including the ability to work to timelines and across competing priorities
- High level of familiarity with office technology, internet research skills and proficiency in using MS Office Suite, internet and email, and preferably Google products
- Familiarity with human rights issues and social change methods and tactics, including experience of mass mobilisation, activism and organising techniques
- Demonstrated experience in or commitment to working with rights holders

**Desirable  
Qualifications, Skills  
and Experience:**

- Experience in a professional fundraising environment
- Experience in working with databases (CRMs)
- Relevant qualification

**Key Relationships**

- Fundraising and Philanthropy Director
- Individual Giving Leads
- Individual Giving Team
- Supporter Engagement
- Movement
- Supporter Care Lead and Team
- Supporters
- Cash donors
- Regular donors (HRDs)
- Members
- Volunteers

**How we work:**

In meeting the responsibilities set out in this Position Description, all AI Australia staff are expected to:

- Facilitate, empower and enable the active participation of rights holders
- Be a positive advocate for Amnesty and our work, demonstrating our values of Empowerment, Integrity, Persistence and Courage
- Demonstrate emotional intelligence and a commitment to excellence in your interactions with colleagues, supporters, stakeholders and members of the public
- Always act in the interest of members and supporters
- Work with and empower volunteers, activists and members
- Implement the principles of Equal Employment Opportunity and actively contribute to growing a more diverse and inclusive Amnesty
- Understand your Work Health and Safety (WHS) responsibilities and ensure the health, safety and wellbeing of yourself and others at work
- Contribute to the quality and hygiene of organisational data and protect the privacy of Amnesty International Australia



- Produce and deliver communications that are relevant to the role, using a variety of communications channels and technologies
  - Develop understanding of human rights issues and social change methods and tactics, including experience of mass mobilisation, activism, organising, fundraising and campaigning techniques
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## About Amnesty International Australia

We are an independent, global movement that campaigns courageously for human rights for everyone.

We're ordinary people from all walks of life, using our passion and commitment to bring torturers to justice, change oppressive laws and free people imprisoned just for voicing their opinion.

We're independent of any government, political ideology, economic interest or religion to ensure we can speak out on human rights abuses wherever they occur.

We stand for equality, justice, freedom, and human dignity and uphold these values:

- **Empowerment** – we build people power
- **Persistence** – we are resolute in pursuit of our goals
- **Integrity** – we hold ourselves to the highest standards
- **Courage** – we are fearless in upholding human rights

Every day we move closer to a world where human rights are enjoyed by all.

