

We have an exciting opportunity for a passionate Donor Development Coordinator to join our team!

Who we are

At Cancer Council Western Australia we believe that every day is an opportunity to create a cancer free future. We work with our community to reduce the incidence and impact of cancer, every minute, every hour, every day. We do this through advocacy, research, prevention programs, and providing people affected by cancer with support.

Tell me more

Based in Subiaco, and reporting to the Partnerships & Philanthropy Manager, you will be responsible for the coordination of the Direct Marketing appeals program.

Your main responsibilities will include

- Coordinating the delivery of the Direct Marketing and General Donations programs
- Forming strong relationships with donors and supporters through timely and supportive communication and engagement
- Working collaboratively with internal stakeholders to optimise Direct Marketing activity
- Continuously seeking opportunities for growth within existing programs and campaigns
- Establishing and maintaining effective working relationships with internal and external stakeholders

Who are you?

To be successful in this role you will have the following key attributes:

- Minimum 2+ years' experience in fundraising, marketing or relevant project management role
- Experience in data-driven fundraising or marketing
- Excellent written and verbal communication skills
- High level organisational skills and ability to work under pressure with demonstrated ability to prioritise tasks and meet deadlines
- Intermediate computer and keyboard skills – Microsoft Office Suite and other databases
- Ability to work independently as well as part of a team
- Demonstrated understanding of and commitment to the values of Cancer Council WA
- Positive approach to the workplace

In this role you will enjoy:

- A collaborative and supportive team culture
- Access to flexible work arrangements
- Benefits of not-for-profit salary packaging and a meal entertainment card

Based in Subiaco, this position is fulltime.

How to apply for this role

To apply for this opportunity, please include your resume and a cover letter clearly outlining how your skills and experience match the key attributes of the role.

Applications close 5pm Tuesday 3 August 2021 and should be addressed to:

Partnerships and Philanthropy Manager, Cancer Council Western Australia

Applicants are encouraged to submit their application via Seek, or by emailing careers@cancerwa.asn.au as early as possible as Cancer Council Western Australia reserves the right to reduce the application period and/or remove the job advertisement early should a suitable applicant be found.

With a Reflection RAP, and a commitment to “closing the gap” we encourage Aboriginal or Torres Strait Islander candidates to apply. Please state on your application if you identify as being Aboriginal or Torres Strait Islander.

Please note: We do not accept applications submitted by agencies.

Please note: You will be required to provide proof of ability to work permanently in Australia. Working holiday visas will not be considered.

Cancer Council WA is a not for profit, equal opportunity employer and operates a smoke free working environment.