



Key Supporter Coordinator

A sensational opportunity to join one of Australia's leading international not-for-profits
Permanent, full-time, 35 hours per week
Melbourne based

About Oxfam

Oxfam is a global movement of people working together to end the injustice of poverty.

That means we tackle the inequality that keeps people poor. Together we save, protect and rebuild lives. When disaster strikes, we help people build better lives for themselves, and for others. We take on issues like land rights, climate change and discrimination against women. And we won't stop until every person on the planet can enjoy life free from poverty.

We are an international confederation of 20 organisations (affiliates) working together with partners and local communities in the areas of humanitarian, development and campaigning, in more than 90 countries.

All our work is led by five core values: Accountability, Empowerment, Equality, Inclusiveness and Sustainability. To read more about our values please click here.

As an agency undertaking work both nationally and internationally and in humanitarian response, OAU takes its duty of care seriously to safeguard children, young people and adults and recognises that it must meet community expectations and the trust placed in its personnel to maintain the highest standards of conduct with children. Therefore, all positions within OAU are required to comply with the One Oxfam Child Safeguarding and Protection from Sexual Exploitation and Abuse policies and all staff sign the One Oxfam Child Safeguarding and Employee Codes of Conduct.

The Role

Reporting to the Major Gifts Manager, the Key Supporter Coordinator (VIC & TAS) will support the implementation of Oxfam's Major Gifts strategy focusing on maintaining and building the financial commitment of new and existing Key Supporters in Victoria and Tasmania.

A little about you (the key selection criteria)

To be successful in this role you will have;

- Experience in major gift fundraising and/or relationship management with demonstrated success in building strong relationships with donors and/or key stakeholders
- Experience in personally securing gifts/sales via face to face solicitation
- Ability to identify, develop and secure new donors

- Demonstrated success in meeting or exceeding income targets
- Experience in working with and maintaining records within a fundraising or equivalent database

We can offer you

- A base salary of \$75,726 plus superannuation, superior leave benefits and access to a generous not-for-profit salary packaging program (up to \$18,450 of your salary tax-free).
- The opportunity to use your talents and expertise to tackle poverty and make a positive impact around the world.
- A flexible and supportive workplace, with excellent work-life balance and ample opportunities for career progression and development.
- Superannuation matching

Applicants will be required to show proof of their right to work in Australia and successful applicants will be subject to the satisfactory clearance of a Police Records Check, and Counter Terrorism and Aid Diversion check.

We promote diversity and practice equality. Aboriginal and Torres Strait Islander applicants are encouraged to apply.

How to apply

Click on the **WEB LINK** button below to go to Oxfam's job portal to apply.

Applications close at 11pm on Wednesday 2 December 2020.

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