



POSITION DESCRIPTION

Position Title:	Philanthropy & Fundraising Administrative Assistant
Position Reports To:	Director of Philanthropy and Marketing
Location:	Geelong, Victoria
Employment Status:	Part Time
Industrial Instruments:	Health Professionals and Support Services Award 2020 and National Employment Standards (NES)
Organisational Level:	Administration
Direct Reports:	Nil

About Anam Cara Geelong

Anam Cara House Geelong (Anam Cara) is a not-for-profit organisation. **Our Vision** is that everyone has the opportunity to live with dignity, experience quality of life at end-of-life, and to die well in the place they choose. **Our Purpose** is an empowered and informed community where people make informed choices, and they are in control of their own care.

We are committed to offering support to people, their families and carers who are seeking person-centred palliative and end of life care within the Geelong and wider region. Our services include 24-hour end of life care, day and overnight palliative care, community outreach and equipment loan. Care occurs in a unique, home like environment with best practice clinical care including support from trained palliative care volunteers. The focus of person-centred palliative care is on the quality of life, symptom management and comfort.

At Anam Cara **Our Values** guide us to show Compassion, Accountability, Respect, Excellence and Dignity.

Position Overview

The Philanthropy & Fundraising Administrative Assistant at Anam Cara plays an important role in supporting the administrative and operational needs of the Philanthropy and Fundraising team. This position ensures smooth processes for donor management and fundraising campaigns by managing data systems, tracking donor activities, and assisting with philanthropy and fundraising initiatives. The Philanthropy & Fundraising Administrative Assistant will provide support to ensure the success of philanthropy and fundraising events and initiatives at Anam Cara.

This role collaborates with the Philanthropy and Fundraising team and the wider Anam Cara team to help ensure the success of Anam Cara's overall philanthropic and fundraising activities and thereby supporting the growth of Anam Cara as a leading provider of palliative care in our community.

Key Responsibilities / Accountabilities

Key Responsibilities	
Administration Support and Database Management	<ul style="list-style-type: none"> • Provide high level administrative support to the Director of Philanthropy and Marketing and the Philanthropy and Fundraising team. • Provide support to Anam Cara's philanthropy and fundraising activities. Including but not limited to managing donor information, correspondence and collating activity and event RSVPs. • Undertake administrative tasks including CRM database management; donor processing & receipting; correspondence, donor agreements and enquiries. • Record interactions on the CRM database and manage CRM reporting to ensure an accurate history of engagement & recognition is maintained. • Support stakeholder engagement strategies by developing and maintaining donor lists and attending briefings. • Support the Philanthropy and Fundraising teams reporting requirements when required by gathering data from the CRM. • Provide administrative assistance with recording donor engagement strategies,

Signature:



	<p>initiatives, and donor stewardship plans, including all donor recognition.</p> <ul style="list-style-type: none"> • Provide support to the Director of Philanthropy and Marketing to collate proposals, reports and letters.
Initiative and Event Support	<ul style="list-style-type: none"> • Provide support to events and activities which aim to engage existing and prospective donors and bequest members. • Support the planning and execution of fundraising events, campaigns, and donor engagement activities. • Provide assistance to the Philanthropy and Fundraising team in the planning and running of annual events and initiatives.
Communication and Relationships	<ul style="list-style-type: none"> • Develop genuine relationships with all current, lapsed, and prospective donors to encourage giving. • Develop and maintain relationships with key internal stakeholders. • Maintain donor profiles and ensure key relationship holders across the organisation are always updated and informed.
People and Culture	<ul style="list-style-type: none"> • Act as a role model by consistently demonstrating Anam Cara's values and behaviours in all professional activities. • Promote a positive organisational culture by encouraging teamwork, collaboration, and mutual respect among all team members. • Actively participate in initiatives and activities to reinforce Anam Cara's values and contribute to a cohesive work environment. • Ensure all interactions reflect Anam Cara's commitment to integrity, compassion, and excellence. • Address conflicts or challenges in a manner that aligns with Anam Cara's values, promoting understanding and resolution. • Foster strong relationships with internal and external stakeholders by upholding the highest standards of professionalism and ethical conduct. • Participate in the organisations performance review process. • Participate in regular check-ins and evaluations to monitor progress, address areas for improvement and celebrate successes. • Utilise feedback from performance reviews to inform personal development plans and identify future growth opportunities.
Occupational Health and Safety (OH&S)	<ul style="list-style-type: none"> • Participate in best practice and delivery of OH&S and Emergency Management Procedures, encourage staff, guest, volunteers and visitors to be aware of the requirements. • Maintain an understanding of individual responsibility for safety, quality and risk and contribute to organisational quality and safety initiatives. • Accept responsibility for ensuring the implementation of health and safety policies and procedures and cooperate with the Anam Cara in any action it considers necessary to maintain a safe working environment which is safe and without risk. • Carefully consider best practice OH&S for all internal events at Anam Cara. • Report and record all incidents, mishaps and losses, investigate and ensure corrective actions are implemented as far as reasonably practical. • Participate in the investigation of incidents/ near misses. • Provide an environment where team members, volunteers and others are treated fairly and with respect, are free from unlawful discrimination, harassment, vilification, and bullying.
Equal Opportunity	<ul style="list-style-type: none"> • Foster an environment free from unlawful discrimination, harassment, vilification and bullying.
Other	<ul style="list-style-type: none"> • It is not the intention of this position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. • The accountabilities described within may be altered in accordance with the changing requirements of the role.

Key Selection Criteria

- Qualification and/or equivalent working experience in not-for-profit administration, business, or a

Signature:



related field.

- At least 1-2 years of experience in administrative support, preferably in fundraising or philanthropy.
- Experience in managing and maintaining a database or similar.
- Demonstrated ability to support events, fundraising or activities.
- Strong organisational skills and attention to detail, with the ability to manage multiple tasks simultaneously.
- Demonstrates initiative and a proactive mindset approach to their work.
- Demonstrates the ability to communicate clearly and concisely with a variety of stakeholders.
- Excellent written and verbal communication skills.
- Familiarity with nonprofit fundraising principles and practices.
- Teamwork orientated approach for all required situations.
- Ability to produce reports, documents or letters when provided with the content.
- Commitment to the mission and values of Anam Cara.
- Strong interpersonal skills with the ability to build and maintain relationships with stakeholders.
- High level of professionalism and integrity.
- Ability to work independently and as part of a team.
- Flexibility and adaptability to respond to changing priorities and demands.

Other Requirements

- Current National Criminal Police Check.
- Evidence of immunisations as per ACHG Immunisation Policy
- Working with Children Check

Key Relationships

Internal:

- Philanthropy and Fundraising Team
- Senior level management
- Clinical staff
- Admin staff

External:

- Guests and families
- Donors
- Trusts and Foundations
- Corporate partners
- Deakin University

Signature: