



POSITION DESCRIPTION: Volunteer Fundraising Co-ordinator – Adopt an Animal Program

Position Title	Fundraising Co-ordinator – Adopt an Animal Program
Location	SEA LIFE Sydney Aquarium, Darling Harbour
Hours	4 – 6 hours per week (flexible)
Commitment	6 months

The SEA LIFE Trust ANZ is an independent, non-profit marine conservation organisation
www.sealifetrust.org.au

SLT ANZ is seeking a proactive and motivated self-starter with strong attention to detail and excellent organisation skills to help expand our primary fundraising program 'Adopt an Animal' across SEA LIFE Australia/New Zealand.

The position will require a 4 - 6 hour commitment per week, ideally over 1 day per week for at least 6 months.

Primary duties will include the following key responsibilities:

- Process & receipt donations;
- Maintain donor records, including data entry;
- Create marketing and promotional content for adoption program collateral including quarterly newsletters, press releases and brochures;
- Liaise with SEA LIFE marketing teams in Australia/New Zealand to expand the adoption program into all SEA LIFE sites;
- Assist with coordination and administration of at least 2 fundraising appeals per annum (1 per half year);
- Other administration duties as required.

SELECTION CRITERIA

Applicants must have a legal right to volunteer in Australia.

Essential

- Excellent computer skills, particularly data entry;
- Excellent communication skills;
- Excellent attention to detail;
- Good follow up and organisational skills;
- Experience coordinating a variety of tasks to a deadline;
- Ability to work as part of a team to achieve collective goals for the organisation.



Desirable

- Online marketing experience

BENEFITS TO THE VOLUNTEER

- Gain understanding of fundraising programmes for non-profit organisations;
- Gain skills in online marketing platforms;
- Create a track record of increased funding capacity for NGO;
- Contribute to the great conservation work undertaken by SEA LIFE Trust including shark and turtle rescues, Little penguin monitoring and community engagement to improve outcomes for the marine environment;
- Learn donor care and customer service skills;
- Gain administration and operations skills;
- Flexible hours in a great location (SEA LIFE Sydney Aquarium!).

How to apply:

To apply, please email the following documents to info@sealifetrust.org.au by COB Friday 27 of March 2015.

1. a **cover letter** addressing the selection criteria;
2. your **curriculum vitae**.