

Traditional Healthcare

POSITION: Fundraising Manager
RESPONSIBLE TO: Traditional Healthcare Committee
LOCATION: Melbourne Office and home based
SALARY: Volunteer
HOURS: Approx 2 - 4 hours per week

BACKGROUND

Traditional Healthcare Inc (TH) is an Australian based not-for-profit charitable organization committed to the development of sustainable healthcare facilities for underprivileged communities. The Fundraising Manager is a part of a skilled and passionate team that ensure that TH's operational systems support and maintain TH's vision.

POSITION PURPOSE

To establish and manage TH's Fundraising Department and to oversee the management of individual fundraising projects to maximise the effectiveness of the organisation and support the delivery of TH's vision and goals.

KEY RESPONSIBILITIES

- Developing the Fundraising Business Plan
- Develop effective systems, policies, practices and procedures.
- Coordinate effective functioning of TH's Fundraising Department and oversee implementation of the Business Plan
- Manage existing fundraising income streams
- Implement and manage innovative new fundraising products
- Guide and mentor volunteers that are conducting fundraising projects on behalf of TH
- Working in conjunction with Finance Manager to prepare and manage budgets for fundraising projects

Personal attributes, skills, qualifications and experience required:

- A commitment to the values and vision of Traditional Healthcare Inc.
- A tertiary qualification in Marketing, Communications or related field
- Flexibility to work within a low budget, grass roots organisation
- An ability to work within a team environment

Send CV to: Kallika Bruce
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