



Employment Opportunity: Database Officer (Fundraising)

Do you have a strong database background? Are you currently working in fundraising or would like to transition to fundraising?

We are looking for an experienced database professional to join the Fundraising Team as a Database Officer, to assist with donation processing and donor care. This is a part-time maternity leave position for an initial six months, starting on or around 15th April. It has the potential to be extended to nine months.

We are looking for somebody who has experience working in Raisers Edge or other relationship/transaction database. You will be part of a small and cohesive team and you will be involved with a number of fundraising programs - Major Donors, Bequestors, Direct Marketing and Trusts and Foundations.

About the Walter & Eliza Hall Institute

The Institute, established in 1915, currently houses 15 research divisions, containing around 85 laboratories and around 1,100 staff and students, with an annual budget of approximately \$120 million (AUD).

The Institute's research focuses on cancer (breast, cancer, leukaemia, lymphoma, multiple myeloma, lung cancer, colon cancer, and ovarian cancer), infectious disease (malaria, tuberculosis, HIV, and hepatitis) and chronic inflammatory and immune diseases (coeliac disease, type 1 diabetes, rheumatoid arthritis and transplantation) and continues a strong tradition of collaboration and interdisciplinary programs. The Institute has a strong national and international reputation for performing highly influential research and for translation that leads to long term improvements in disease, diagnosis and treatment.

The Institute's main laboratories are located within the Parkville precinct, a vibrant hub for life science research, education and healthcare provision. In addition, the Walter and Eliza Hall Institute Biotechnology Centre is located 30 minutes from Parkville at La Trobe University's R&D Park in Bundoora. The Biotechnology Centre features facilities for high-throughput chemical screening, medicinal chemistry, antibody production and malaria containment. The centre also functions as an incubator for the Institute's biotechnology companies.

Key Responsibilities

This candidate will require skills in managing the following responsibilities:

Donation Processing

- Attend to donation enquiries – phone, email, online
- Enter donations into the database
- Generate the Institute's receipt and letters
- Work with finance to ensure proper accounting of donations

Database maintenance

- Accurately create and update records on the database
- Generate data lists and reports
- Follow up on return mail, unsubscribes and bounced emails
- Assist with database cleaning and maintenance

Donor Care

- Communicate with donors and attend to general enquiries via email, telephone or written correspondence
- Welcome calls to new donors

Donor Events

- Handle donor function RSVPs

Fundraising team contribution

- Provide database support to the community relations team and organisation.
- Support team in functions and fundraising administration and activities

Selection Criteria

Personal qualities

- Positive, 'can do' approach to work
- Flexibility to take on new tasks as required
- Interpersonal skills

Knowledge and skills

- Experience with Raisers Edge is desirable, Microsoft Excel and Microsoft Word is essential
- Knowledge of fundraising principles and practice would be preferable
- Demonstrated ability to work as part of a team and build positive relationships with a wide range of people
- Ability to prioritise work, and meet deadlines

Terms of appointment

The position is available for a period of 6 months in the first instance, with the potential to be extended to 9 months. It is a part-time position (4 days/week).

The Institute offers up to 17% superannuation, flexible working hours and very attractive salary packaging options.

A position description is available.

General enquiries can be directed to Database Manager, Bay Ang (03) 9345 2403 or ang.b@wehi.edu.au

How to apply

Please email your application including cover letter addressing the selection criteria and CV to jobapplications@wehi.edu.au quoting reference **WEHI/DATABASE OFFICER** in the subject line.

Application closing date: 12 pm Friday 15th March. Early applicants will be considered immediately and might be invited for an interview prior to the closing date.

At the Walter and Eliza Hall Institute we strive to ensure our staff and students enjoy a great working environment. We value diversity and gender equity in our work force and promote flexible working arrangements for staff to [balance working requirements and personal needs](#).