

POSITION DESCRIPTION

Major Gifts Officer

Position Title	Major Gifts Officer
Type	12-month full-time contract with potential for extension
Fraction	1.0 FTE (38 hours)
Days, hours	Monday to Friday with some flexibility in hours
Location	Abbotsford Convent, Abbotsford
Reporting to	Fundraising Manager
Direct Reports	None

Role and Responsibilities

The Major Gifts Officer role is a newly created position that reports to the Fundraising Manager. The role is an exciting opportunity for an experienced Major Gifts Officer to develop and grow Wildlife Victoria's Mid & Major Gifts and Bequests Program. As part of a small fundraising team, the Major Gifts Officer will drive delivery of the mid & major gifts and bequest strategy supporting Wildlife Victoria's mission to help and protect wildlife through emergency rescue and rehabilitation, education, and advocacy.

This is a 12-month full-time contract with potential for extension.

Key accountabilities:

- Manage a portfolio of current mid and major donors whilst identifying and developing prospective mid and major donors
- Manage a portfolio of current bequests whilst identifying and developing prospective bequests
- Prepare, present and submit personalised proposals for major donors and philanthropic foundations
- Work with the Fundraising Manager to develop personalised reports, impact stories, and updates for major donors and philanthropic partners, demonstrating the tangible outcomes of their support
- Work with the Fundraising Manager to integrate and deliver bespoke donor relations activities for current Wildlife Victoria mid and major donors and bequestors
- Work with the fundraising team to help create appropriate mid and major donor print and digital marketing communications, including appeals, bequest campaigns and acknowledgments
- Manage confidential and sensitive information about both the organisation and its supporters
- Deliver monthly reporting and present key updates at team meetings

Selection Criteria

Essential:

- An interest in wildlife and animal welfare issues
- Minimum 2 years relevant experience in fundraising in a not-for-profit, social impact, or community services environment
- Excellent written & verbal communication and stakeholder management skills
- Highly organised, adaptable, reliable, efficient & detail orientated
- A team player who thrives in a collaborative and supportive team environment
- Ability to build rapport with the diverse range of Wildlife Victoria donors
- Valid Australian work rights with permission to work.

Desirable:

- Experience with Salesforce Customer Relationship Management Software
- Journey mapping for donor engagement and development
- Tertiary qualifications in business, marketing, media, or communications
- Graphic design skills

About Wildlife Victoria

Wildlife Victoria is a not-for-profit organisation that has provided Victoria with a statewide wildlife emergency response service since 1989.

Wildlife Victoria's 24/7 Emergency Response Service responds to calls for help for wildlife from members of the public via an emergency phone and online reporting system. In 2023, Wildlife Victoria responded to over 130,000 calls for help for sick, injured, and orphaned native wildlife and assisted 86,658 animals across 452 species.

When members of the public contact Wildlife Victoria about a sick, injured, or orphaned native animal, Emergency Response Operators provide real time advice and, in most instances, arrange for a trained volunteer to attend to the animal. Wildlife Victoria works hard to ensure the best possible outcome for each and every native animal.

With a statewide network of close to 1,500 trained wildlife rescue and transport volunteers, wildlife rehabilitators, and in field wildlife veterinarians and veterinary nurses, Wildlife Victoria offers an end-to-end wildlife emergency response service to the Victorian public at no cost.

Wildlife Victoria is experiencing a consistent year-on-year increase in demand for services with the primary demand drivers – climate change, habitat destruction and urbanisation – all impacting the State's wildlife adversely. Public concern for wildlife and biodiversity has been amplified since the 2019/2020 Black Summer bushfires and the Victorian public is demanding action from all levels of government to address the issue.

In addition to the Emergency Response Service, Wildlife Victoria helps wildlife by providing people with the knowledge and skills they need for peaceful and positive co-existence with wildlife, and by facilitating positive community attitudes toward wildlife.