



## PHILANTHROPIC APPEALS COORDINATOR

<b>Placement Site:</b>	Edmund Rice Institute for Social Justice – Fremantle
<b>Site Description:</b>	The Edmund Rice Institute for Social Justice works to build community commitment and capacity to act and reflect around matters of social justice and human rights. Our centre seeks to promote action and thought that might assist better outcomes for entire societies and for the least fortunate in particular.
<b>Address:</b>	24 High Street, Fremantle WA
<b>Telephone:</b>	(08) 9432 2410
<b>Email Address:</b>	<a href="mailto:volunteers@erisj.org.au">volunteers@erisj.org.au</a>
<b>Website:</b>	<a href="http://www.erisj.org.au">www.erisj.org.au</a>
<b>Contact Person:</b>	Volunteer and Internship Coordinator
<b>Time Commitment:</b>	<b>To be negotiated</b>

### Position Description

The Philanthropic Appeals Coordinator will implement the ERISJ Philanthropic Appeals and its underpinning strategy. They will develop and manage relationships and networks with potential investors. We seek someone on a long-term basis to maintain the ongoing success of the strategy and develop personal relationships with those providing financial assistance to the Institute.

<b>Desirable Skills / Attributes:</b>	Experience in the implementation of philanthropic appeals strategies Professional presentation skills Ability to network and manage client relationships Computer skills including knowledge of email, mail merge, database and Access Be courteous and have an excellent telephone manner Understanding of Project Development and Management Motivation and interest in Social Justice and Human Rights issues Ability to work with minimal direction
<b>Supervision/Support:</b>	Volunteer and Internship coordinator will provide supervision and support as required. This position will also work under the guidance of the Chairperson of the Ways and Means sub-committee of the ERISJ Board.
<b>Training/Induction:</b>	Volunteer training and induction into the Edmund Rice Institute for Social Justice, Fremantle will be provided.
<b>Fee Structure:</b>	A one-off fee applies for the compulsory training and induction. Please see our website for details of the fee structure.