

# Fundraising Assistant

## About the team

We are playing to win. That means taking on political incumbents who are spending tens of millions of dollars, and Clive Palmer who will spend close to \$100m trying to skew the election. The Fundraising Team's job is to supercharge our fundraising so that ordinary Australians can take on the polluting coal, oil and gas companies that are writing the cheques for the major parties.

The Fundraising Team supports an empowered and connected community, flowing financial support to local campaigns, and making sure that donors are thanked, respected and included. The team will deliver the systems and staff to nurture that community and make their voices heard in Climate 200.

## About you

You are an early career professional with well-honed technical skills who is looking for the opportunity to broaden your horizons and make the world a better place. Your expertise could include any of:

- **Fundraising (any specialty)**, able to connect with a dynamic and growing network of supporters who will supercharge your career and inspire you every day
- **Data processing and system support**, able to set up and manage systems to make sure our donors are supported, and their time and contributions are recognised
- **Customer relationships**, able to talk to our donors and supporters to thank them, listen to them and keep them engaged
- **Copywriting and creative**, able to develop online and hard copy collateral that proves the pen is mightier than the pork-barrel
- **Digital promotions and advertising**, able to use a wide range of digital channels for fundraising and to build active networks.

Whatever your specialty, you are ready to join a fast-paced team and experience the unique energy of a community-driven election campaign.

Climate 200 is small and entrepreneurial, which suits your proactive and flexible approach. You enjoy being part of a nimble and creative team, and you know how to get things done under pressure. Your

interpersonal skills are excellent, and you are ready to work with a wide range of people across a diversity of political viewpoints to achieve a shared goal.

Most importantly, you are fired up to help elect fresh independent voices who stand for cleaning up politics and supporting the science on climate change.

## What the Assistant does

### **Technical smarts**

You are a whizz in your field who is able to deliver high quality results in dynamic, fast-paced work environments, regardless of pressure.

### **Building relationships**

You build strong, respectful, and productive relationships with staff, volunteers and a wide range of people with a diversity of political viewpoints

### **Accessing networks**

You connect actively with networks of contractors and experts across web, design, media, research, organising and more, working together to solve problems and reach ambitious targets.

### **Getting great value**

You are committed to achieving great value for donors' contributions and delivering great professional services for Climate 200 and associated campaigns.

### **Volunteer power**

You channel non-financial offers of support from the Climate 200 community effectively to where they can have the most impact.

## Employment arrangements

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| <b>Timing</b>   | ASAP until 30 July 2022  |
| <b>Location</b> | We have a Sydney office but will consider remote work from anywhere in Australia                                       |
| <b>Hours</b>    | Full time 38 hours per week (negotiable). Weekend and evening work will be required, with flexible working conditions. |
| <b>Salary</b>   | \$60,000 - \$95,000 (depending on skills and experience) + super pro rata for the period of employment                 |

**Required** Ability to travel within Australia