

Fundraising Volunteer

Supporting our
Fundraising team with
admin tasks



Time commitment: Approx 3 hours p week



Location: South Melbourne, Cecil Street



Induction/Training: Approx 5 hours

About the program

The Fundraising Volunteer will be supporting our Fundraising Team in Cecil Street, South Melbourne with data entry tasks and communication tasks.

Fundraising creates the opportunity for MacKillop to support initiatives beyond what is government-funded. Essentially, if you hear the words “MacKillop funded” it’s likely made possible by donations from individuals, members and other businesses and community groups or income from the investment of Gifts in Wills.

Your role

You will be helping with data entry tasks, preparation of gift bags and thanking donors for their contributions.

In addition to this, some other admin tasks may arise like researching topics for our fundraising team, or supporting with setting up for local events, etc.

Possible tasks

Volunteer responsibilities may include but are not limited to the following:

- Thanking donors via telephone call or hand written cards
- Data entry
- Scanning of documents
- Researching and fact checking topics for our fundraising team
- Supporting the admin staff at Cecil Street with organising and or setting up for local events, e.g.:
 - stuffing envelopes, or showbags
 - preparing handouts
 - setting up chairs
 - decorating venue or office, etc.

Our Values:

Hope - Justice - Collaboration - Compassion - Respect

You will be required to

- Sign and actively abide by MacKillop's Code of Conduct
- Observe and actively support MacKillop's P.8 People and Workplace Policy
- Attend mandatory and other training as required
- Participate in and promote continuous quality improvement processes
- Promote an environment that is culturally safe and strengths focussed
- Abide by principles and commitments of the Sanctuary Framework

Key selection criteria

The Fundraising Volunteer will need:

- Experience in administrative roles.
- Excellent written and verbal communication skills.
- Proficiency with Microsoft programs and IT-equipment like scanners, printers, laptops, etc.
- Well-developed organisational and administrative skills including strong attention to detail and the ability to prioritise and manage own workload.
- Ability to work autonomously.

About MacKillop Family Services

MacKillop Family Services continues our founders' passionate commitment to social justice – to work for the rights of children, young people and families to be safe, to learn, feel nurtured and connected to culture. We provide high quality services to promote healing from trauma and loss, and to enable hopeful futures. MacKillop Family Services will care compassionately, respond large-heartedly and advocate courageously.



MacKillop Family Services acknowledges the Traditional Custodians and their Elders in each of the Communities where we work.



MacKillop celebrates and draws strength from diversity and respects the dignity of all people. We value an inclusive culture where lesbian, gay, bisexual, trans, queer, gender diverse, intersex and asexual people (LGBTIQ+) have the right to be safe.



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