

Gould League Bequests Coordinator

Job description

- **Part-time Volunteer Position**
- **Work as part of a fundraising team including General Manager and members of the board in raising funds through bequests**

ABOUT THE GOULD LEAGUE

The Gould League is an independent not-for-profit organisation celebrating over 100 years of environmental and sustainability education. We help teachers to reinforce the impact of their science and sustainability curriculum, connect students with their natural world and empower the community with positive messages and practical actions to live more sustainably.

ABOUT THE ROLE

It's been many years now since Gould League, once under the umbrella of the Department of Education, has received steady federal or state government funds. Therefore, we rely on income generated by the programs we deliver to schools, sparse public and private grants, corporate and individual donations / membership and bequests. In this context, we are seeking a passionate fundraiser with experience in bequests to lead our bequest fundraising efforts, to ensure the financial stability and sustainability of Australia's oldest environmental charity.

The role will entail:

- Working closely with General Manager and Fundraising Team to develop and activate the bequest aspects of our fundraising strategy
- Relationship building with current and former members
- Identifying and connecting with potential bequest donors
- Identify gaps where we can broaden our reach
- Set up management systems to manage donors
- This role will mostly be online or via the phone, but may require some face to face meetings.
- 8 hours a week but hours may vary. Preferred commitment 12 months

YOU WILL NEED TO HAVE

- An understanding of Bequest fundraising.
- A passion for environmental protection, conservation and education for sustainability.
- An ability to work independently and as a team, either remotely or face to face.
- A warm and enthusiastic personality and open communication skills.
- A passion for people and an understanding of how individuals can make a difference different to society and leave a legacy via a bequest.
- Access to a computer and phone.
- Experience in grant making, bequests, sponsorship and or general fundraising.
- Experience in using online resources such as Canva and Zoom, as well as Microsoft Office, Excel and Outlook.
- A current Working with Children's Check or VIT

How to apply for this role: Please forward your cover letter (explaining how you fit with GL desired attributes/skills as outlined above) along with your resume and details of at least 2

parties able to provide personal or work reference checks to gould@gould.org.au using the subject line: **APPLICATION Gould League Bequest Coordinator**

For more information phone **(03) 9585 7860** or contact gould@gould.org.au Please note references may be contacted upon receipt of application. Only shortlisted candidates will be contacted.