

## POSITION DESCRIPTION

Position Title	Communications Specialist - Philanthropy
Type	12-month contract
Fraction	1.0 FTE (38 hours) 0.8 considered
Days	Monday to Friday (may be required to work some weekends)
Location	Abbotsford Convent, Abbotsford
Reporting to	Head of Philanthropy
Direct Reports	None

### Role and Responsibilities

As the Communications Specialist - Philanthropy you will develop compelling narratives aimed at bringing donors and partners closer to Wildlife Victoria's work, and attract new opportunities through crafting clear, compelling communications that articulate cases for support, stories of impact, and program and financial needs, while aligning with funder objectives.

This role will suit someone who has strong writing and storytelling skills, able to communicate Wildlife Victoria's mission to help and protect wildlife through emergency rescue and rehabilitation, education and advocacy.

Key accountabilities:

- Write and edit powerful and compelling content with tailored messaging
- Work collaboratively across the organisation to unlock stories of impact, translating them into opportunities for financial support
- Prepare and submit personalised proposals for prospective donors, partners and philanthropic foundations
- Develop personalised written reports, impact stories, and updates for donors and partners, demonstrating the tangible outcomes of their support
- Work with the Fundraising Manager to coordinate and deliver bespoke engagement activities and events
- Work with the fundraising team to help create print and digital marketing communications, including appeals, and creative campaigns
- Strong data entry skills able to maintain a clean and efficient database to ensure information is current
- Manage confidential and sensitive information
- Research prospective funders and donors
- Provide accurate and timely data and information for reporting, fundraising and communications purposes

Selection Criteria
<p>Essential:</p> <ul style="list-style-type: none"> <li>• An interest in wildlife and animal welfare issues</li> <li>• Relevant experience in communications, ideally in a not-for-profit, social impact, or community services environment</li> <li>• Strong writing, editing, and storytelling skills, with experience producing persuasive, emotionally engaging narratives tailored to different audiences and platforms content</li> <li>• Highly organised, adaptable, reliable, efficient &amp; detail orientated and able to handle multiple priorities and meet deadlines</li> <li>• A team player who thrives in a collaborative and supportive team environment</li> <li>• Valid Australian work rights with permission to work.</li> </ul>
<p>Desirable:</p> <ul style="list-style-type: none"> <li>• Experience with Salesforce Customer Relationship Management Software</li> <li>• Tertiary qualifications in business, marketing, media, or communications, or relevant experience</li> </ul>

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