SIR david martin FOUNDATION

martinfoundation.org.au

Donor Administration Volunteer

About the role

The role of the Donor Administration Volunteer is to support the Fundraising Team with weekly and monthly administrative tasks integral to the overall efficiency of the Fundraising team. The role will involve assisting with donation processing, receipting, updating credit card details and communication preferences, and answering emails in the admin inbox.

Program

The Fundraising Team works to achieve financial sustainability for Sir David Martin Foundation through the management of a range of programs including individual giving, newsletters, appeals and campaigns, community fundraising and events, and recurring monthly giving programs. The team also manages the care and stewardship of our donor base, offering an exceptional supporter experience and journey for supporters of the Foundation.

Key Responsibilities

- Donation processing and receipting
- Warm calling supporters to thank, welcome and engage
- Record keeping and updating of database
- Updating credit card details on database
- Supporting the Fundraising team on ad hoc basis, on projects, in-house mailing, or events

Accountability This role reports to the Operations & Database Officer

Location Sir David Martin Foundation office, Syd CBD.

Volunteer shifts We are looking for a commitment of at least 1 shift per week, for up to 6 months. Shifts are available Monday - Friday 10am – 4pm (hours negotiable).

What we're looking for

- Warm phone manner and great communication skills
- Computer Skills & experience in using a database, preferably Blackbaud Raiser's Edge, and skilled use of Microsoft office 365 - outlook, word, excel, teams.
- Demonstrated ability to follow instructions and processes
- A high-level attention to detail
- Experience in a non-profit environment
- Knowledge of fundraising practice

Training & Requirements

- Volunteer Induction
- Volunteer Agreement
- Police Check
- On-site training
- Database Specific Training

Who we are

Sir David Martin Foundation is a family foundation, helping young people in crisis. We've raised over $70M since 1990 to enable best-practice models of treatment for youth drug and alcohol addiction.

Founded by Lady Martin, honouring the vision of her late husband, Former Governor Sir David Martin, for 'safety, hope, and opportunity,' we believe that young people have the capacity to make sustained, positive change, when given the appropriate support.

Lady Martin and the Martin family continue Sir David Martin's legacy through the Foundation to this day.

What we do

Sir David Martin Foundation is the major funder of Mission Australia's Triple Care Farm, a unique youth specific addiction treatment centre which gives Australians, aged 16-24, a safe place to get well and prepare for new opportunities. Here, young people are given a personalised approach to help them on their recovery journey.

We support programs that offer a health and holistic approach to youth addiction. This includes withdrawal, residential rehabilitation, and aftercare. These programs provide a safe place for young people to get well, prepare for new opportunities, and create a lasting change in their lives.

The Triple Care Farm model of treatment is based on harm minimisation and personalised care, where young people can address the issues that are impacting on their ability to live.

Treating addiction requires a national strategy to address the complex landscape of youth addiction and reach every young individual in need. The Foundation aims to collaborate and be a catalyst for change.

Together, with our partners, stakeholders, and the broader community, we aspire to build a brighter future for vulnerable young people, filled with safety, hope and opportunity.

Our organisational values are: Respect, Compassion, Generosity, Impact, Celebration.