

# Job Description

## Fundraising & Technology Administrator

<b>Department</b>	Fundraising & Technology
<b>Reports to</b>	Director Fundraising & Technology
<b>Direct Reports</b>	Nil - <i>works closely with contractors, interns and volunteers</i>
<b>Grade</b>	Grade 8
<b>Status</b>	12 month contract, Full-time
<b>Location</b>	Greenpeace's normal places of business and or employee's home (on request)

### Role Purpose

The main purpose of the Fundraising and Technology Administrator is to provide administrative, organisational and operational support and assist the Director and teams across the department.

This role also provides assistance and support to the wider organisation as needed, enabling Greenpeace Australia Pacific (GPAP) to reach its strategic objectives.

### Greenpeace Mindset

Greenpeace is an independent campaigning organisation, which uses peaceful, creative confrontation to expose global environmental problems, and develop solutions for a green and peaceful future. Our goal is to ensure the ability of the earth to nurture life in all its diversity. That means we want to protect biodiversity in all its forms; prevent pollution and abuse of the earth's ocean, land, air and fresh water; end all nuclear threats, and promote peace, global disarmament and non-violence.

## Key metrics

Administration and Support

Budget Coordination

Communication

Compliance with Framework Conditions

## Role Responsibilities

### Administration and Support

Key Metric	How Success is Measured
<b>Effectively supported the department and Director through key administration functions</b>	<ul style="list-style-type: none"><li>• Propose improvements to administrative processes</li><li>• Assist the Director and managers with tracking and support of projects and other pieces of work in the department</li><li>• Maintain the department project schedule with support and guidance from the Project Coordination Lead</li><li>• Assist in the running of core departmental meetings, including collation of agenda items, documentation of minutes and actions as well as distribution of materials</li><li>• Manage travel &amp; accounts for the Director and department staff as required</li><li>• Monitor the Department budget and provide support to the staff on budgets</li><li>• Process credit card reconciliations, expense claims and invoices for the Director and department staff as required</li><li>• Logistical support for events and volunteers as needed</li><li>• Diary management for Director and key departmental meetings</li><li>• Provide cross team or whole of organisation administrative support in times of heightened activity, staff absence or other</li><li>• Provide data administrative support as needed</li><li>• Provide support to the Engagement Team to support donor management in times of high workload</li></ul>

### Knowledge management

Key Metric	How Success is Measured
<b>Successfully assisted the Director in the production of high impact communications from GPAP</b>	<ul style="list-style-type: none"><li>• Support and maintain knowledge management systems including filing of documentation</li><li>• Create, maintain and update a Department contact database, particularly in terms of key agencies and partners</li><li>• Assist with audience research projects and the updating of audience research depository for staff to access</li><li>• Promote knowledge-sharing within Greenpeace Australia Pacific</li></ul>

	<ul style="list-style-type: none"> <li>• Help share information about campaigns with fundraising staff and vice-versa.</li> <li>• Help facilitate the sharing of supporter feedback across the organisation.</li> </ul>
<b>Compliance with Framework Conditions</b>	
<b>Key Metric</b>	<b>How Success is Measured</b>
<b>Was compliant with Greenpeace policies and did not bring Greenpeace into disrepute</b>	<ul style="list-style-type: none"> <li>• Abide by Greenpeace Australia Pacific Code of Conduct and Integrity policies.</li> <li>• Ensure that your personal or campaign activities will not bring Greenpeace into disrepute (in case of doubt you will be expected to discuss the issues with the Fundraising and Technology Director).</li> </ul>

## Role Requirements

### Knowledge

- Foundation level of knowledge of budgets and finance principles
- Logistics and travel booking procedures and risk management
- Administration and organisational skills

### Skills

- Intermediate project management
- Proficiency in Powerpoint, Google Suite & E-mail Systems, Slack and Notion
- Fast and accurate typing skills (70 words a minute)
- Intermediate presentation, and reporting skills
- Intermediate researching and analysis skills
- Proficiency with CRM and other databases (Salesforce, ProActis, Autopilot)

### Experience

- At least one (1) years' experience in a similar or related role
- At least one (1) years' experience in an administration position
- At least one (1) years experience managing a budget in a professional setting
- Experience in being able to research a brief for different purposes.
- Work experience at another NGO (desirable)

<b>Employee Commitment</b>	
Signature:	Date: