

KOLLING
Medical research matters™

www.kolling.com.au

donor coordinator

- Full-time or part-time considered (30 hrs week)
- Newly created role - take ownership
- \$40K- \$50K

Kolling Foundation is a not-for-profit charity raising awareness and funds to support medical research and education at the Royal North Shore Hospital campus in Sydney.

This administrative position will manage donation processing and administration to support fundraising activities, as well as provide broad administration support to a small, dedicated team.

If you have at least 3 years administration experience (NFP preferred), high level computer literacy and communication skills, email your resume to cv@ngorecruitment.com quoting reference 29667 or call Shiree Thomas on 02 8243 0570.

NGO

Recruitment

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