

database & supporter care coordinator



- Prestigious medical research institute
- Custodian of the database
- Raiser's Edge essential

The Garvan Institute is one of Australia's leading medical research institutions with approximately 500 scientists, students and support staff working in research areas such as Cancer, Diabetes & Obesity, Immunology, Osteoporosis, and Neuroscience. The Garvan Research Foundation is responsible for creating a community of support for the Institute's research and for raising philanthropic funds.

The Database & Supporter Care Coordinator is responsible for the management and performance of the Supporter Services Office. You are the first 'port of call' for all supporter communications, have responsibility for maintaining the supporter database and will ensure adequate staff and volunteers are well briefed and trained. You will deliver a range of services to Garvan supporters including donation processing and donor retention programs, as well as providing reporting services to the Foundation team.

You have a working knowledge of Raiser's Edge and ideally Netcommunity with experience working in a similar role. You have an absolute commitment to accuracy, meticulous attention to detail and the ability to manage multiple priorities.

Use your customer service and database skills to deliver a range of services to the supporters of the Garvan. Please forward your resume and covering letter to cv@ngorecruitment.com quoting ref # 31015 or contact Annie Barker on 02 8243 0570 for further information.



Blaze148945