

Administration Assistant (Part-Time)

You can help charities and not-for-profits have even greater Kingdom impact.

If you're passionate about faith-based organisations, are self-driven, committed to excellence and have an eye for detail, then you're invited to join our Australian team based in Sydney.

It's our core belief that fundraising is an opportunity to connect people to life-changing impact. Each day, we're investing into ministries for effective, scalable and sustainable growth so more lives can be transformed.

Built on over 30 years of experience, Dunham+Company is a strategic advisor in fundraising and marketing. Striving for excellence and best practice fundraising and marketing for ministries and faith-based organisations, we're passionate about equipping our clients with creative and data-driven solutions.

As an Administration Assistant, you'll work with the Operations Director and Executive Director in a trusted position of administration and support to bring the best experience to clients.

Summary of Role:

The Administration Assistant's primary function is to support the day-to-day administration duties of the office, as well as the Operations Director and Executive Director. This role includes prompt and accurate completion of regular responsibilities, as well as ad hoc administration support as required.

There is no expectation of strategic contribution, but an expectation to understand the business essentials, and to learn and support the team as directed.

This is a trusted position within the organisation, and a strong desire for completing tasks with excellence is required, along with a passion for mission and people.

Responsibilities & Requirements:

- Coordinate planning meetings and conference calls.
- Manage calendars and workflow for shared resources within the business.
- Answer initial enquiries as appropriate.
- Develop and manage business documents and reporting.
- Arrange travel plans for managers and employees, including flights, car rentals and hotel accommodation.

- Coordinate travel plans including flights, car hire and hotel for the Directors and the wider team as required. Purchase airline tickets and other travel tickets when necessary.
- Take meeting notes, and documentation of meetings, as required.
- Support administration with quoting and invoicing of production and expenses.
- Support administration on ad hoc client projects and workshops, and communications around those tasks.
- Facilitate D+C marketing and events, including marketing materials, event coordination and catering.
- Liaise with clients and suppliers as required.
- Engage in learning the philosophy of fundraising, donor development, and direct response marketing that Dunham+Company embraces.
- Proactively grow in understanding of the various direct response and marketing techniques used within the industry and at Dunham+Company.
- Develop a solid understanding of the concepts and terminology related to the industry.
- The role requires the use of your own vehicle. Some domestic and international travel may be necessary.

Reports to:

Operations Director

Desired:

Qualification or experience in Business Administration

Basic design skills, experience or qualifications.

Contact Details:

Please forward your resume with a cover letter outlining your passion for working with not-for-profit Christian organisations with the subject line 'Administration Assistant Application: [Your Name]' to:

Dunham and Company Australia
 Berlinda Fortin, Operations Director
australia@dunhamandcompany.com