**Membership Officer**

**Location:** Millers Point Sydney, NSW

* **Job Type: Casual 2-3 days/week**
* **Category:**Business
* **Reports to: Director Development**
* **Hourly rate:** $31.39 plus super and on-site parking in Sydney CBD

**Overview**

The National Trust (NSW) is the largest community based, not-for-profit conservation organisation in Australia, operating for more than 70 years. Our vision is to bring the heritage of New South Wales to life for future generations. We achieve this by advocating, conserving and protecting our built, cultural and natural heritage and by educating and engaging the community through the sharing and interpretation of all Australian heritage stories in ways that awaken a sense of place and belonging.

You will be someone with outstanding data entry and administrative skills who can take on a range of duties associated with growing and maintaining the Trust’s memberships and processing and receipting donations received through Donor Appeals.

**About the Role:**

**You will be responsible for**

* Assisting with the delivery of quarterly campaigns - direct mail, digital, telemarketing and other community channels, to reduce costs, improve efficiencies and increase donor numbers and annual revenues
* Accurate and timely data entry and receipting of all membership and donor transactions
* Exercising due diligence to ensure occupational, work health and safety risks are addressed
* Calling lapsed donors to attempting to re-connect them
* Undertaking all other tasks and duties in consultation with the Director Development, Membership, Philanthropy and Bequests, of relevance to the role

**About You:**

To be the really great membership officer we need you to be, you need to have:

* Experience in office administration
* Computer literate to navigate around a database
* High level of accuracy and speed in data entry Able to cope with a range of duties throughout the day
* Highly developed verbal communication skills
* Experience in customer interaction and a genuine love of delivering great service

You must have the**right to live and work**in this location to apply for this job.

**For a full position description or any enquiries call:  02 9258 0159 or email hr@nationaltrust.com.au. To apply, submit your CV together with a covering letter addressing the key accountabilities to: hr@nationaltrust.com.au**

**Closing date: 4 December 2020**

***Immediate start available***