

Role Description			
Position Title:	Administration and Database Coordinator	Employee Name:	TBC
Status:	Part Time 3 days/ 21 hours per week.	Location:	Margarete Ainsworth Building, Randwick
Reports to:	Direct Marketing and CRM Manager	Positions reporting to this role:	N/A

Position Overview

To coordinate the administrative functions of the Foundation to ensure quality and timely communications with our donors and provide the Foundation team with resources and support to reduce the time spent on administration and reporting activities through Raiser's Edge.

Neuroscience Research Australia (NeuRA)

Neuroscience Research Australia (NeuRA) is a leading independent medical research institute whose vision is to prevent and cure disease and disability of the brain and nervous system through leadership, excellence and innovation in neuroscience research. NeuRA has world-class research facilities and is based at Randwick in Sydney.

NeuRA's Objectives

"Our vision is to prevent and cure disease and disability of the brain and nervous system through leadership, excellence and innovation in neuroscience research."

NeuRA is committed to improving research quality. Our goals are to:

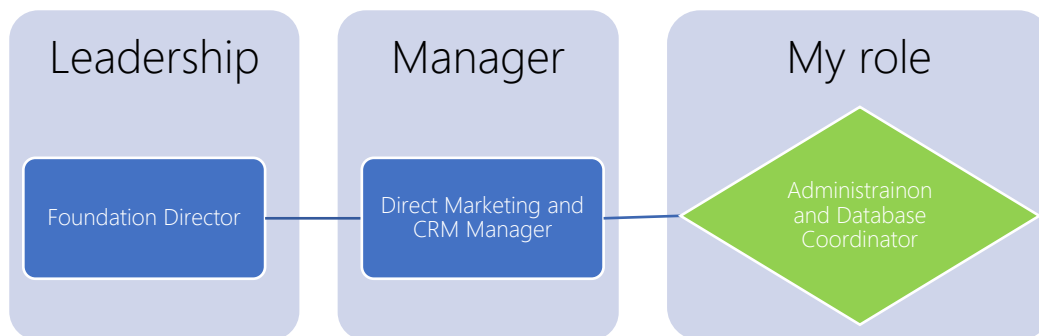
- Raise awareness
- Educate, Train & Foster
- Promote Openness
- Adopt Improvement

NeuRA's Values

Our values are the essence of our organisation – they are the principles that we live by and are at the core of everything we do. NeuRA's values are:

Innovation. Excellence. Integrity. Leadership. Human impact.

Organisational Structure



Key Responsibilities

Administration Responsibilities:

- Be the first point of contact for the Foundation and provide great customer service for donors by assisting with all enquiries, questions and complaints.
- Coordinate the end-to-end process of opening and sorting mail (during peak times this may be done by casual staff or volunteers under supervision), data-entering, producing banking, receipting and thanking existing supporters and donors in a timely, accurate and efficient manner including any special acknowledgements required by Fundraising Managers, Executive Director or CEO
- Ensure all monthly financial reports are completed in a timely and accurate manner working with other Foundation and Finance staff plus Foundation bank statements.
- Continuously review for administrative best practice in the Foundation and use the technologies available to maximise the donor experience.
- Co-ordinate the data download, data-entering, producing banking, receipting and thanking existing supporters and donors in a timely, accurate and efficient manner.
- Increase Foundation income by ensuring optimally effective operation of Raiser's Edge 7/NXT
- Set up data infrastructure including importing mass data amounts into Raiser's Edge.
- Develop, implement and maintain database.
- Assess quality of data and removing or cleaning data as required.

Other duties commensurate with the role, as reasonably required.

Measures of Success (outcomes & deliverables)

- Income budget is achieved or exceeded
- Foundation team members consistently demonstrate fit-for-purpose competence with Raiser's Edge
- Data is accurate, clean and up to date
- System security is in place and RE data is protected
- An annual compliance report on system security protocols is produced

Core Competencies, Requirements and Experience

Essential:

- Demonstrably high level of competence in using Raiser's Edge 7 and NXT
Experience in coordinating administration and associated tasks in a fundraising, marketing or sales environment
- Very strong numeracy, accuracy and data entry skills
- Excellent organisation and multi-tasking skills including demonstrated experience in working effectively in a team

Desirable:

- Experience working in research, medical and/or health related environments
- Tertiary qualifications in data, business analysis or IT will be highly regarded.

<ul style="list-style-type: none"> • Self-motivated with good, positive communication skills and a proven commitment to delivering excellent customer service to all supporters 	
<p>Relationships and Interactions</p>	
<p>Internal:</p>	<p>External:</p>
<ul style="list-style-type: none"> • Foundation team members. • NeuRA researchers. • IT and Finance departments. • Other administrative support services (facilities and reception). 	<ul style="list-style-type: none"> • Fundraising consultants.. • Tele-marketing suppliers. • Donors to assist with in-bound donor inquiries, and to source donors' stories and views as part of appeal and product development. • Database provider (Blackbaud)
<p>Performance Reviews</p>	
<p>All staff will undergo a Performance Review with their supervisor annually to ensure they are being supported to exceed in their role. This Position Description will be used to inform the Performance Review.</p>	
<p>Occupational Health and Safety</p>	
<p>All workers at NeuRA must familiarise themselves and comply with NeuRA general Policies and all NeuRA Work Health and Safety Policies.</p>	
<p>Responsibilities of all workers:</p>	
<ul style="list-style-type: none"> • Be familiar with and ensure compliance with the WHS Act 2011 and Regulation 2017 • Co-operate with WHS policies and procedures to ensure your own health and safety and that of others within the workplace • Attend all training sessions as required • Do not interfere or misuse equipment provided for the health, safety and welfare of persons at work 	
<p>Additional responsibilities for supervisors: (PCBU)</p>	
<ul style="list-style-type: none"> • Persons Conducting a Business or Undertaking (PCBU) i.e. managers and supervisors, have a duty of care for the health, safety and welfare of all persons in the workplace • PCBUs must adopt a risk management approach to managing health and safety. This includes undertaking necessary risk assessments • Attend all required training sessions 	
<p>Diversity</p>	
<p>NeuRA is an Equal Employment Opportunity Employer. We are committed to promoting equality of opportunity and eliminating discrimination in all our employment policies and practices.</p>	
<p>NeuRA acknowledges the traditional custodians of the lands on which we work, and extends respect to all Elders past, present, and emerging.</p>	
<p>Right to Work</p>	
<p>You must have the right to live and work in Australia for the duration of your appointment at NeuRA.</p>	
<p>Privacy Notification</p>	
<p>The collection and handling of declarations and personal information relevant to your employment or appointment will be consistent with the requirements of the Privacy Act 1988.</p>	

Changes

Changes to this role description may be made from time to time to suit the requirements of the organisation.
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Acceptance

<i>I have read and understood the requirements of the role and expectations outlined in this Role Description</i>

Name:	
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Signed:	
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Date:	
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