



**australian doctors
international**

Working for a healthier PNG

Funding and Sponsorship Development Manager (volunteer vacancy based in Sydney)

Australian Doctors International is seeking a volunteer to drive funding and sponsorship development to help fund ADI's health programs in Western Province, PNG.

The key objective is to generate income through various sources such as donations, corporate sponsorships and grants.

The person will work with other ADI volunteers, staff and board members to implement a customer acquisition plan for donors, sponsors and funding/philanthropic bodies.

This will involve:

- Generating leads and setting appointments.
- Helping present ADI to potential donors/funding bodies through direct communication in face-to-face meetings, telephone calls, emails.
- Implementing a direct marketing campaign where appropriate.
- Writing and submitting tender documents to access funds from philanthropic organisations and funding bodies according to the funding criteria.
- Following-up and closing the opportunity.

The role is based at our Sydney office in Manly on the Northern Beaches, though it will also be possible to work from home.

The person should have experience in:

- Business and selling skills with proven ability in fundraising and demonstrated success in acquiring and managing large accounts and growing the business.
- People management with particular ability to motivate and achieve the best performance from volunteers
- Effective communication skills and ability to build strong relationships at all levels with internal staff, funding and philanthropic, sponsors and other third parties.
- Proven written skills for tender documents and proposals.

The person should also be self-driven, results oriented with a positive outlook, proficient in Microsoft Office, and interested in the cause.

Please call ADI General Manager Delene Evans on 0408-288-115 to learn more about this volunteer opportunity.

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