

VICTORIAN WOMEN'S TRUST

E-BULLETIN - JUNE 4 2007

Due to some recent staff restructuring, the Victorian Women's Trust advertised in last Saturday's Age the position of –

GRANTS AND FUNDRAISING SUPPORT

The Victorian Women's Trust was established in 1985 in recognition of the role of women in shaping Victoria. In the time since, the Trust has positioned itself as one of Australia's foremost women's organisations. The Trust is seeking to employ a part-time person (20-30 hours per week) to fulfil the role of Grants Program and Fundraising Support.

Duties and responsibilities include:

- Assisting the Executive Director in providing high-level fundraising support on the current capital campaign
- Carriage of the Annual Granting Program, including management and administration of the assessment and evaluation process, liaising with applicants and current and past Grantees
- Assisting the Executive Director in maintaining communications with donors, liaising with special supporters in order to maintain and build relationships
- Identifying, initiating and incorporating new and innovative approaches to existing programs, in both granting and fundraising
- Identifying potential communication and policy implications resulting from the Granting Program, and liaising with other staff members in initiating follow-up work
- Providing regular reports, and occasionally presenting, to the Board of Trustees
- Representing the Trust at outside events and community forums, and where possible, promoting the Granting Program
- Extra duties as required

The successful applicant will possess:

- Demonstrated experience in high order fundraising
- Knowledge of, and preferably experience in, philanthropy
- Excellent written and communication skills
- Creative /conceptual thinking skills
- The ability to work autonomously and constructively within a small team
- A high level of computer literacy in MS Office, preferably including knowledge of Microsoft Access
- A belief in the values and work of the Victorian Women's Trust

Please note the Victorian Women's Trust is supportive of family friendly work conditions. The salary range for this position is between \$45,000-\$50,000. Interested applicants should submit a cover letter addressing the key duties and responsibilities, a detailed curriculum vitae, and the names of three referees, no later than the close of business, June 20. Applications can be emailed, or sent in hardcopy.

For any inquiries, email women@vwt.org.au or phone (03) 9642 0422.

If you know of someone potentially interested in this position, feel free to pass this email on.

3CR ON THE RECORD

Funded by the Victorian Women's Trust in last year's granting round, **On the Record** is a radio chronicle of the issues that have shaped the women's movement in Australia since 1986 - all drawn from Women on the Line's 20 years of archives. We ask "how much have things changed for women and what's stayed the same? What are the issues that still need the strong voice of *Women on the Line*?"

Since 1986, Women on the Line has featured women's voices, issues and commentary, providing a gender analysis of current affairs from women around Australia and internationally. The producers of **On the Record** extend their thanks to all the women - on both sides of the microphone - who have been involved over the years in Women on the Line.

You can listen to these programs via this link
<http://www.womenontheline.org.au/projects.html>

In response to an [article](#) published in last Tuesday's Age, reporting on the Federal Government's assertion the Welfare to Work program had been successful for single parents, the Council of Single Mothers and their Children are seeking alternative points of view. [If you have a story about the reality of Welfare to Work you would like to share, either by writing a letter to the Age or to Dr Stone, and would like some assistance with this, give the Council of Single Mothers and their Children a call](#)

03 9654 0327 or email coordinator@csmc.org.au
www.csmc.org.au

Read the article here:

<http://www.theage.com.au/news/National/WelfaretoWork-a-success-Stone/2007/05/29/1180205230274.html>

If you do not wish to receive further information regarding events, updates and other general information from the Victorian Women's Trust (VWT) please type "delete" in the subject section of a reply e-mail and your information will be removed from the VWT e-mail database. Please see the homepage (left bottom) of our website www.vwt.org.au for our Privacy Policy.