

“The Oaktree Foundation is an outstanding advocate for increasing awareness among young people in Australia and overseas of development challenges. Its role in mobilising young people to tackle poverty – and to inspire them to believe that they can make a difference – is commendable.”

The Honourable Kevin Rudd MP
Foreign Minister of Australia

WHO IS OAKTREE?

The Oaktree Foundation is an aid and development organisation run by young people under the age of 26. We believe that education is the most powerful force we have to change the world. Oaktree takes action by partnering with developing communities to make educational opportunities reality.

We do this by supporting educational projects in developing communities, as well as bringing young people together to campaign on issues of global poverty in the Australian context.

In a world where people often only give token responses to poverty, Oaktree believes that young people can be leaders who don't just talk about change but create it. We believe that the key to making lasting change and breaking the poverty cycle is education. At the core of our work are our projects in developing communities. Oaktree partners with local organisations to provide educational opportunities to young people. Currently we support projects in four countries: East Timor, South Africa, Papua New Guinea and India. In Australia we support our projects through advocacy, fundraising and volunteer mobilisation.

ACHIEVEMENTS

Oaktree has had some notable achievements either individually or part of a coalition with other organisations. These include but are not limited to:

- In Australia, we have mobilised more than 10,000 supporters, run more than 300 conferences and speaking engagements and reached more than 150,000 people.
- We were the leaders behind the 2006 Make Poverty History Concert in Melbourne, the 2007 Make Poverty History Zero Seven Road Trip and the 2008 End Child Slavery Campaign.
- In 2007 the Oaktree Foundation was presented with the prestigious 'Free Your Mind' award at the MTV Music Awards.
- In 2010 we led our second Make Poverty History Road Trip, leading 1000 young people across the country over the course of a week, campaigning for more and better aid.
- By now, Oaktree's Schools 4 Schools program has expanded to over 40 schools across Australia, and is one of the largest programs in the country engaging school students on issues of social justice
- We currently raise over \$1,000,000 annually to support educational projects in developing communities
- In 2011, we raised over \$1,100,000 through the Live Below the Line Campaign, which saw 6000 people sponsored to live on \$2 a day – the Extreme Poverty Line.

Job Title	Director of Ongoing Giving
Job Outline	<p>The successful candidate will coordinate the development, strategy and implementation of an ongoing giving program for the Oaktree Foundation. This will involve the development of a website and fundraising platform, with the support of the communications team and external suppliers, the development of a high level marketing strategy for attracting donors, and the maintenance of systems and ongoing donor communication.</p> <p>An ongoing giving program will give The Oaktree Foundation the opportunity to gain new supporters and create a secure income base that will support the organisation into the future. This is an incredibly exciting opportunity to lead this program, gain new skills and contribute to the long-term sustainability of The Oaktree Foundation.</p> <p>The day to day tasks of this positions include:</p> <ul style="list-style-type: none"> • Developing the online content and systems • Developing a high level marketing strategy • Working with internal and external suppliers to develop collateral • Managing a team to support and add capacity to the project • Liaising with other program and initiative directors to communicate Oaktree’s activities to donors
Key Performance Indicators	<ul style="list-style-type: none"> • Number of ongoing donors by the end of 2012 • Consistent quality communication with donors about Oaktree’s activities • Development of a high performing team to support the project • Production of a simple and user friendly website to take donations and give information about the program • Development of a high level marketing strategy for the project • Scalability and sustainability of the project • Consistent and quality maintenance of the program including administration of the program and regular communication with donors
Characteristics and skills required	<p>The successful candidate will have the following skills and characteristics:</p> <ul style="list-style-type: none"> • A passion for social justice that will drive their commitment to the role • Exceptional verbal and written communication skills • Skills and interest in communications, marketing and product development • High level of computer and internet literacy and other administrative things like budgets • Excellent time management skills • Ability to work towards and see through a long term project • Ability to take leadership and make clear decisions • Ability to problem solve and think outside the square • Ability to communicate with a wide variety of people and potential donors <p>Ideally the successful candidate will also have the following characteristics:</p> <ul style="list-style-type: none"> • Experience in project management • Experience in web development and design • Experience in marketing and communications
What you get out of it	<ul style="list-style-type: none"> • Experience in communications, marketing and product development • Experience in project management • The opportunity to work with external suppliers • The opportunity for innovation and autonomy in the creating of a product • Being a leader as part of a community of young and driven volunteers

	<ul style="list-style-type: none">• The opportunity to work in fundraising for a not-for-profit organisation• Networking opportunities with Oaktree's partner organisations• Ongoing mentoring and support from the CFO and other supporters of The Oaktree Foundation
Time Commitment	15 hours per week including at least 1 day or 2 half days per week working out of the Oaktree National office. The successful candidate will need to commit to the role for at least 1 year.
Reports to	Chief Financial Officer

To Apply

All applicants are required to submit;

- A current CV of no more than 2 pages
- A cover letter of no more than 2 pages, outlining the applicant's characteristics and skills.

For additional information about Oaktree and our initiatives, be sure to visit our websites;

- www.theoaktree.org

Lodging an Application

Please send all applications to Chief Financial Officer, Caroline English at c.english@theoaktree.org. All applications must be received in full by no later than close of business on Friday January 27th, 2012.

Shortlisted applicants will be notified of their progress shortly after applications close. Successful applicants will be expected to be available for an interview, which will be arranged for a convenient time.

If you have any questions please direct them to Caroline English on 0423 713 953 or at c.english@theoaktree.org