



**The Fred Hollows  
Foundation**

## ***Data Entry – Donations and Database***

***Join us today, and help The Foundation restore sight and  
change lives***

The Fred Hollows Foundation is an agent for development; we focus on blindness prevention and Australian Indigenous health.

The Fred Hollows Foundation's (FHF) fundraising has grown significantly in the last 3 years, and we are now looking for new staff to join our award winning team.

We are seeking a committed data entry professional with outstanding supporter services skills to be part of our Sydney based Donations and Database team.

To be successful in this role you will have:

- Demonstrated high speed and accurate data entry skills - Raisers Edge experience highly regarded
- Ability to provide excellent supporter servicing
- Demonstrated ability to work under pressure, particularly during peak campaign periods
- Competency in MS office
- Ability to trouble shoot and problem solve
- Willingness to work flexibly & co-operatively in a team environment

### **Application process**

For further details go to [www.hollows.org.au/employment](http://www.hollows.org.au/employment) or call **Helen Tran** on **(02) 8741 1900**. Provide 2 current work referees details, resume and cover letter to [employment@hollows.org](mailto:employment@hollows.org) or fax to **(02) 8741 1999**.

***Indigenous Australians are encouraged to apply for this position.***

Note that this role has been readvertised. Kindly don't reapply if you have previously submitted an application.