

Street Address:
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 Australia

Office Hours:
 8.30 am to 5pm, Monday to Friday
 Except Australian & NSW Public
 Holidays

Manager, International Office & Financial Services	Grace Ramirez	Grace.Ramirez@rotary.org	Ph: +61 2 8894 9830
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PROGRAMS & MEMBER EXPERIENCE

Supervisor	Andrew Best	Andrew.Best@rotary.org	Ph: +61 2 8894 9820
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Club & District Support (CDS)

Coordinator	Jaqueline Maharaj (Aus, NZ, Pacific Is)	Jaqueline.Maharaj@rotary.org	Ph: +61 2 8894 9821
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Coordinator	Mary Jayne Desmond (Philippines)	MaryJayne.Desmond@rotary.org	Ph: +61 2 8894 9822
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- Processes chartering of new Clubs (Rotary, Rotaract, Interact, Rotary Community Corps)
- Processes applications for change of name, change of club & district locality, merger of clubs and applications for club & district incorporation
- Handles licensing inquiries and advice re Licensed Vendors & Use of Rotary mark and brand centre guidance
- Issues special club and member anniversary recognition (25th 50th, 75th, 100th), other special years by request
- Handles www.rotary.org enquiries including My Rotary guidance, Rotary Club Central, Reports, Showcase & Ideas
- Assists the district governors, clubs and Rotarians in their communications with other departments.
- Training of clubs and district leaders

Membership

Regional Membership Officer, Membership Development	Barbara Mifsud	Barbara.Mifsud@rotary.org	Ph: +61 2 8894 9850
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- Provides support on using key RI membership resources: publications, tools, online resources, and reports
- Provides assistance and guidance with membership strategies including attraction, engagement, retention, diversity, etc.
- Works with zone membership team to conduct trainings, workshops, and presentations

Grants

Grants Officer	Kym Schwarz	Kym.Schwarz@rotary.org	Ph: +61 2 8894 9810
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- Reviews and approves District Grants, Australian Corporate Social Responsibility Grants, and Rotary Foundation Australia Public Benevolent Institution (PBI) Grants

THE ROTARY FOUNDATION

Supervisor	Anke Timm	Anke.Timm@rotary.org	Ph: +61 2 8894 9840
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Major Gifts Officer	Mark Anderson	Mark.Anderson@rotary.org	Ph: +61 2 8894 9841
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Donor Services Specialist	Avneet Kaur Bhasin	Avneet.Bhasin@rotary.org	Ph: +61 2 8894 9842
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Fund Development Specialist (Philippines)	Gretchen Laurel	Gretchen.Laurel@rotary.org	Ph: +63 917 8462376
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- Handles donor Acquisition, Cultivation & Stewardship
 - Fund Development
- Maintains record of club recognition points
 - Assist with The Rotary Foundation contribution enquiries
- Issues benefactor recognitions, bequests and major donor recognition

COMMUNICATIONS & PUBLIC RELATIONS

Senior Coordinator	Angela Stavrogiannopoulos	Angela.Stavro@rotary.org	Ph: +61 2 8894 9870
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- Supports in localising and implementing regional marketing campaigns and other materials to support the priorities of Rotary International
- Supports in designing and implementing tailored communications and branding strategies that increase the impact
- Cultivates strong relationships with top tier international and national print, broadcast and digital outlets
- Provides consultation and training to local Rotary clubs, districts and zones for planning successful public facing events
- Supports Zone and Regional Leaders and clubs with training, toolkits and other resources.

FINANCE

Financial Accountant	Catherine Bedona (RI Dues & Philippine Donations)	Catherine.Bedona@rotary.org	Ph: +61 2 8894 9831
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Financial Accountant	Sally Furto (RI Dues Aust & NZ)	Sally.Furto@rotary.org	Ph: +61 2 8894 9832
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Financial Accountant	Melissa Asanza (Australian Donations)	Melissa.Asanza@rotary.org	Ph: +61 2 8894 9833
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- Collects per capita dues and other payments to Rotary International
- Processes Club Invoice payments and Contributions
- Assists clubs & districts with inquiries on: club remittances and balances, reinstatements after payment following termination
- Makes payments to Rotarians travelling at RI or Rotary Foundation expense & Rotary Foundation Scholars
- Makes Global payments on behalf of Rotary International and The Rotary Foundation

ADMINISTRATION

Administration Coordinator	Renata Nagayama	Renata.Nagayama@rotary.org	Ph: +61 2 8894 9800
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- Assists with all enquiries about Rotary International & The Rotary Foundation. Support to all departments.
- Processes applications for Paul Harris Fellow Recognition and issue regalia & certificates

ZONE 8 REGIONALISATION

Regional Implementation Coordinator	Trudy Grice	Trudy.Grice@rotary.org	Ph: +61 2 8894 9801
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Communications Specialist	Michelle Gallace	Michelle.Gallace@rotary.org	Ph: +61 2 8894 9802
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Bookkeeper & Admin	Gail Ratnapala	Gail.Ratnapala@rotary.org	Ph: +61 2 8894 9803
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