Community Fundraising & Events Lead  Full Time

About us

The Lost Dogs’ Home is one of Victoria’s most iconic animal welfare organisations, caring for around 14,000 lost and abandoned dogs and cats each year. You’ll be joining a dynamic and growing fundraising team, using your expertise in community fundraising and event management and inspiring animal lovers to support the Home.

If you have a passion for animals and you enjoy working for a meaningful cause, we would love to hear from you! As the organisation continues to evolve and grow, this is a genuinely exciting time to be joining one of the country’s largest animal welfare charities.

The Role:

Based in our North-Melbourne location, and reporting to the Individual and Community Giving Manager, the Community Fundraising & Events Lead plays a key role in elevating LDH’s community giving program to maximise revenue and engagement. The role will proactively promote our mission and purpose to community fundraisers and donors alike, to help give animals across Victoria the best chance of a healthy and happy life. The role is suited to someone with peer-to-peer and/or corporate fundraising experience, an energetic and motivated ‘people person’ with a passion for animal welfare and the important work that LDH does.

The role will be responsible for:

- Coordinating existing community fundraising campaigns and activities, including but not limited to third-party events, workplace volunteering and workplace giving programs.
- Implementing community fundraiser and donor stewardship journeys and communications to increase retention and life-time value to The Lost Dogs’ Home.
- Creating new community and corporate fundraising initiatives, products and activities for business, community and individuals and groups to fundraise for on behalf of The Lost Dogs’ Home.
- Growing and managing the workplace giving and volunteering programs.
- Actively identify, recruit, cultivate, and steward peer-to-peer fundraisers.
- Leveraging LDH’s media, corporate and community networks and contacts to drive engagement and success of community fundraising activities.
- Implement strategies to grow the number and value of fundraisers through multiple channels (with a focus on digital).
- Coordinate the day-to-day operations peer-to-peer fundraising events, including responding to fundraiser and donor enquiries, manage external suppliers and agencies, and delivery of event communications.
- Manage community fundraising administration, including maintaining accurate and comprehensive records in CRM database and processing of donation data from 3rd party platforms.
- Monitor and meet income and expenditure targets set in consultation with the Individual and Community Giving Manager.

Our Ideal Candidate will bring:

- Enthusiasm, motivation and the desire to use their skills to make a positive difference in the lives of animals.
Exceptional interpersonal communication skills, including the ability to influence and negotiate positive outcomes.

Previous experience in a similar role, with a proven track record of consistently achieving fundraising revenue targets.

Demonstrated experience providing high-level supporter care and a strong understanding of the donor journey.

Demonstrated experience delivering successful community fundraising programs including: fundraising propositions, products and toolkits to support and promote community fundraising and engagement opportunities.

Exceptional time-management skills and the ability to balance multiple priorities and work to tight deadlines.

Proficiency in using digital and social media platforms to drive the success of community fundraising initiatives.

Strong administration skills with an eye for detail.

What you will get in return:

- Great career development opportunities and opportunity to gain skills in the fundraising and animal welfare sector
- Opportunity to create your own mark in an iconic animal welfare charity
- The support of management and team members in achieving your goals
- The chance to work in a collaborative and supportive environment with flexibility to work from home
- Genuine sense of purpose and satisfaction that you are making a difference to the lives of vulnerable animals
- Access to our Employee Assistance Program
- Access to our Foster Care program
- Discounted pet adoption fees and discounts at our Vet Clinic, Frank Samways

If you are interested in this position, please apply now via our careers page, ensuring you have included a cover letter and current resume. If you would like a copy of the Position Description, please email us at hrteam@dogshome.com.

If you would like to learn more about The Lost Dogs’ Home visit us at https://dogshome.com/

Candidate Screening

The successful applicant will be required to complete satisfactory background screening checks.

The Lost Dogs’ Home is an equal opportunity employer committed to providing a working environment that embraces and values diversity and inclusion. Only candidates with the right to work in Australia may apply for this position.