UNICEF is the world’s largest children’s charity working to protect vulnerable children, globally and here in Australia. Run entirely on voluntary donations, we work to improve the lives of every vulnerable child, no matter who they are or where they live. Every day our teams are on the ground in 190 countries working with local partners to deliver lifesaving help and create lasting change. From vaccinating children in war zones to providing early childhood education access in Indigenous communities, donations help us to protect every child, no matter what.

We are offering a **full time 12 month contract position**, working in a **flexible environment**, built around the **diversity of our team and their needs**. A **competitive salary** commensurate with the **not-for-profit sector** is offered together with a broad range of **wellbeing benefits**.

**What we are looking for**
An adaptable, Community Fundraising Executive to join our Acquisition Team (part of the wider Individual Giving team) and help drive revenue raising and supporter growth through community fundraising initiatives. Reporting directly to the Community Fundraising Specialist, you will provide stewardship to fundraisers and their donors, ensuring new supporters fall in love with UNICEF Australia and existing supporters feel appreciated and connected to our work.

**Your day will include**
- Managing UNICEF Australia’s Running program, including our core campaign, City2Surf and developing new opportunities for UNICEF Australia to engage in multi-charity events
- Leading UNICEF Australia’s new Facebook fundraising program, including monitoring budgets and marketing activities, providing stewardship to fundraisers and engaging donors
- Nurturing existing and new third-party fundraisers, including fundraising approvals, on-going stewardship, and post campaign acknowledgements
- Supporting in the planning and implementation of UNICEF Australia’s other campaigns, including signature events, emergency campaigns and treks
- Liaising with internal teams and external suppliers on a day-to-day basis to ensure the smooth running of the community fundraising program

**We would like you to have the following skills and experience**
- Appropriate tertiary qualification in marketing, business, communications or other relevant area of study, or equivalent working experience
- Experience in event or campaign coordination
- Proven experience effectively managing the development and implementation of multiple projects to meet stakeholder requirements
Marketing Executive, Community Fundraising and Events

- Excellent relationship-building and customer service skills
- Experience in Not-For-Profit (NFP) fundraising data administration using Salesforce (or a similar CRM database) and other fundraising platforms such as Raisely or Grassrootz, would be advantageous
- Strong written and verbal communication skills, with high attention to detail and accuracy
- Creativity and willingness to implement improvements to current systems and processes

What will it feel like to work at UNICEF Australia

- An environment and culture built on the importance of teamwork, collaboration and shared purpose
- Sector leading salary packaging and a competitive salary commensurate with the NFP sector
- A flexible work environment with balance between home and office work, which puts the wellbeing of our staff at the centre of our decision making
- A positive and values-driven work culture which celebrates our achievements and recognises our teams
- A wellbeing package which includes such things as access to meditation, yoga, EAP and Birthday leave
- Commitment to our child-first philosophy with generous paid parental leave and offering
- The opportunity to support a global impactful cause and make a difference for every child

How To Apply

To apply for this fantastic opportunity, please submit the following documents in PDF format through our Careers page - https://unicefaud.com.au/careers/ joinus/job/view/18:

- Your Cover Letter, outlining your relevant experience and highlighting a summary of your strengths
- Your CV

For further information, please be in touch with our People & Culture Team: recruitment@unicef.org.au.

Applications close Sunday 21 August 2022.

All applicants are required to be legally entitled to work in Australia. UNICEF Australia has a zero-tolerance approach to abuse and exploitation and adheres to strict safeguarding principles. All successful candidates will be required to undergo rigorous background checks (including National Police Check and Working with Children Check) and sign and abide by our Code of Conduct on Child Safeguarding & Protection from Sexual Exploitation and Abuse.