

Community Fundraising & Events Lead – Full Time (Parental leave backfill)

7 month maximum-term contract, start date 8 April – mid November

About us

The Lost Dogs' Home is one of Victoria's most iconic animal welfare organisations, caring for around 18,000 lost and abandoned dogs and cats each year. We provide a wide range of animal welfare and community programs and services to help give animals and we pride ourselves on employing passionate individuals who demonstrate a strong personal connection to animals, the community and the cause.

The Role:

Based in our North-Melbourne location, 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 vision 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:

- Coordinate the day-to-day operations of LDH's signature peer-to-peer fundraising event, Sit Up for Strays, including responding to participant/fundraiser enquiries, manage external suppliers and agencies, and delivery of event communications.
- Coordinating existing community fundraising campaigns and activities, including third-party events, workplace volunteering and workplace giving programs.
- Actively identify, recruit, cultivate, and steward community fundraisers and donors to increase retention and life-time value to The Lost Dogs' Home.
- Support development and implementation of 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.
- Leveraging LDH's media, corporate and community networks and contacts to drive engagement and success of fundraising activities.
- Manage community fundraising administration, including maintaining accurate and comprehensive records in CRM database and processing of donation data from 3rd party platforms.

Our Ideal Candidate:

We are looking for an enthusiastic individual who is driven to utilise their fundraising and relationship building skills to make a positive difference in the lives of shelter animals. You will be excited at the opportunity to continue strengthening our already successful fundraising campaigns and you will bring the following skills and experience to the role:

- Exceptional interpersonal and communication skills including the ability to influence and negotiate positive outcomes.
- 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 we can offer you:

- Unique opportunity to make a difference in the lives of animals at a leading Animal Welfare organisation.
- Friendly, supportive work environment (surrounded by animals) with flexibility to work from home.
- Access to our Employee Assistance Program.
- Access to our Foster Care program.
- Discounted pet adoption fees
- Generous 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 Carla from the People & Culture team at carla.barro@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.