

ADRA Australia

Fundraising Campaigns Officer



Commitment: Full-time – 1 year (maternity leave cover)

Location: Wahroonga, Sydney

About the role

We are currently seeking a Fundraising Campaigns Officer for a one-year contract position to cover maternity leave, to join our Supporter Engagement team.

As the Fundraising Campaigns Officer at ADRA Australia, you will be responsible for planning, coordinating, and executing fundraising campaigns and appeals, ranging from the End of Financial Year Appeal to Regular Giving appeals and the ADRA Appeal. Under the guidance of the Senior Fundraising Manager and Supporter Engagement Director, you will coordinate and implement each campaign, ensuring that our messaging resonates with supporters and inspires action.

By executing our fundraising campaigns within timelines and to a high quality, you play a crucial part in nurturing a culture of philanthropy within our community of supporters.

In addition to your campaign management duties, you will contribute to the strategic planning and development of fundraising activities. Your passion for social impact and dedication to ADRA's mission demonstrate a commitment to excellence in fundraising, ensuring that every campaign is executed with precision, integrity, and a profound sense of purpose.

You must have the legal right to live and work in Australia at time of application.

The Job Description and the Employment Application Form are included at the end of this document.

About ADRA Australia

The Adventist Development and Relief Agency (ADRA) is the official humanitarian agency of the Seventh-day Adventist Church. As part of the global ADRA network which reaches into more than 100 countries, we are motivated by our faith, to enable people and communities in Australia, the South Pacific, Asia and Africa to improve their health and livelihoods and assist people to prepare for and recover from disasters around the world.

ADRA Australia holds full accreditation with the Australian Government Department of Foreign Affairs and Trade and is a member of the Australian Council for International Development (ACFID) and the Australian Council for Social Services (ACOSS).

Our Values - We conduct our work by being:

Connected - working collaboratively for the best outcome for those living in poverty or distress.

Courageous - persevering through challenging situations.

Compassionate – empathising with the communities we work with and with each other.

About the Supporter Engagement Team

Adventist Development and Relief Agency Australia Ltd ADRA Australia ABN 85 109 435 618
Street Address 146 Fox Valley Rd, Wahroonga NSW 2076 Phone +61 2 9489 5488 Web
Postal Address PO Box 129, Wahroonga NSW 2076 Toll Free 1800 242 372

www.adra.org.au

The Fundraising Campaigns Officer is appointed by the ADRA Australia ADCOM and reports to the Senior Fundraising Manager and ultimately to the Supporter Engagement Director.

The Supporter Engagement team is responsible for all supporter-facing communications including the creation and implementation of fundraising campaigns, nurturing existing supporters as well as expanding the supporter base and sharing the positive impact of ADRA Australia's work.

The Supporter Engagement team works collaboratively with the following units:

- Emergency Management
- Finance
- International Programs
- National Programs
- People & Culture

Selection Criteria

Essential

1. Commitment to the purpose of ADRA, and to the achievement of our overall strategy and priorities with demonstration of our ADRA values and desired team culture lived out in all aspects of work practice;
2. Willingness to work within a Christian ethos with conduct that is respectful of the beliefs and practices of the Seventh-day Adventist Church when in the workplace or otherwise representing ADRA Australia;
3. Positive attitude, attention to detail, and proficiency in Microsoft Office.
4. Demonstrated experience of 2 years or more in fundraising and/or project management, preferably within the not-for-profit industry;
5. Ability to effectively plan and organise fundraising campaigns, including setting clear objectives, developing timelines, and coordinating resources;
6. Capacity to adapt to changing circumstances and respond effectively to evolving fundraising needs and priorities. This includes flexibility in adjusting campaign strategies, tactics, and approaches to optimize fundraising outcomes.
7. Demonstrated competency in telephone, written, verbal and e-mail communication and presentation skills.
8. Organisational skills, and project management ability.

Desirable

1. Proven ability to meet fundraising targets especially through direct mail, engaging supporters effectively, and delivering high-quality campaigns that align with organisational goals.

Key Competencies

- **Planning and Organising**
Sets clearly defined objectives; Plans activities and projects well in advance and takes account of possible changing circumstances; Manages time effectively; Identifies and organises resources needed to accomplish tasks; Monitors performance against deadlines and milestones.
- **Delivering Results & Meeting Customer Expectations**
Focuses on individual needs and satisfaction; Sets high standards for quality and quantity; Monitors and maintains quality and productivity; Works in a systematic, methodical and

orderly way; Consistently achieves project goals.

- **Adapting & Responding to Changes**

Adapts to changing circumstances; Accepts new ideas and change initiatives; Adapts interpersonal style to suit different people or situations; Shows respect and sensitivity towards cultural and religious differences; Deals with ambiguity, making positive use of the opportunities it presents.

Other Requirements

- At the time of application, the successful applicant will already have the legal right to live and work in Australia.
- Be able to work in person in our Wahroonga office.
- Commitment to abide by the ADRA Australia Code of Conduct and organisational policies and procedures. A copy of relevant policies is available on request.
- ADRA Australia takes the prevention of sexual misconduct, harassment, and child protection seriously and screens applicants for suitability. The successful applicant will be required to obtain a police check for each country in which the individual has lived for 12 months or longer over the last five years, and for the individual's country of citizenship (including dual citizenship holders). The successful applicant will need to provide their consent to a criminal record check. ADRA Australia recognises that in limited instances it may prove impossible to obtain a reliable criminal record check. In such circumstances a statutory declaration outlining efforts made to obtain foreign police check and disclosing any charges and spent convictions may be accepted.
- Applicants will be requested to disclose whether they have had a Sexual Exploitation Abuse or Harassment claim of any nature made against them in Australia or overseas. This is included in the Employment Application Form.

How to Apply

To apply, candidates should address the selection criteria in their application letter providing examples of past experience and qualifications. There is no closing date, however we will be interviewing suitable candidates as they apply. Please forward your application letter, the Employment Application Form and resume along with the names of three work related referees to: hr@adra.org.au.

If you have questions or need further information, please contact:

Gianina Coutts,
HR Coordinator for ADRA Australia
Phone +61 2 9473 9525 or Email hr@adra.org.au

ADRA Australia is an inclusive and Equal Employment Opportunity (EEO) employer.

The appointing body reserves the right to fill this position at its discretion and to close applications early.

See Job Description and Employment Application Form following.



Position Title:	Fundraising Campaigns Officer
Department:	Supporter Engagement
Reports To:	Senior Fundraising Manager
Team Supervision:	None

Full / Part Time:	Full Time – 1 year (maternity leave cover)
Revised Date:	February 2024

Purpose of Position: A basic statement that describes the intent of the position.

The Fundraising Campaigns Officer is responsible for the execution of ADRA Australia’s fundraising appeals, including End of Financial Year Appeal, Regular Giving appeals, the ADRA Appeal, Christmas and Gift Catalogue appeals, Disaster and Famine Relief Offering, Active August, Supporter Survey, as well as other fundraising activities as directed by the Senior Fundraising Manager and/or Supporter Engagement Director.

Behavioural Expectations: Our Code of Conduct - How we do things in our organisation that underpins our values.

ADRA Australia Code of Conduct and related policies

Key Competencies: The competencies, qualifications, skills and experience the person needs to do the role successfully.

2 years+ experience in fundraising, direct mail and/or project management, preferably within the not-for-profit industry.

ADRA Competency Framework: 6.1 Planning & Organising, 6.2 Delivering Results and Meeting Stakeholder’s Expectations, 7.1 Adapting and Responding to Change

Key Responsibilities: The things that the person needs to be responsible for to successfully fulfil the obligations of this position.

Area of Responsibility	Actions / Tasks / Objectives	Measures of Success / KPI's
Groupings or areas of responsibility	What has to get done in this area	How job performance will be measured
CAMPAIGN DEVELOPMENT, COORDINATION AND PROMOTION	<ul style="list-style-type: none"> Help conceptualise, develop and implement direct mail fundraising campaigns including End of Financial Year Appeal, Regular Giving appeals, DFRO, ADRA Appeal, Christmas and Gift Catalogue appeals, and other appeals as required. Coordinate the annual ADRA Appeal by collating feedback, promotion of the appeal, collecting resource orders from churches, coordinating the development of ADRA Appeal collateral, distribution of resources to churches and provision of fundraising support to churches and Conference ADRA Directors / Regional Managers. 	<ul style="list-style-type: none"> Campaigns meet or exceed their fundraising targets. Demonstrates exceptional project management skills to keep all team members on track with campaign timelines. Campaign materials are of high quality, delivered to timelines and distributed to the appropriate audiences within budget, according to the Fundraising Plan. Consistently demonstrates sound judgement in problem solving and decision-making.

	<ul style="list-style-type: none"> • Coordinate the development of ADRA's Gift Catalogue by evaluating previous catalogues, liaising with International Programs to identify potential gift items and working with printers and mail houses to produce and distribute the Gift Catalogue. • Liaise with copywriters, designers, press, printers, mailing houses and other required suppliers for quotes, timelines, production, printing and distribution of fundraising materials and appeal collateral. • Coordinate advertising spots in church publications. • Ensure all fundraising communications are consistent, high quality, within budget and timely. • Ensure Communication Compliance Checklist is followed and completed for each fundraising campaign prior to launch. • Provide assistance to Open Heart International in their execution of the End of Financial Year and Christmas Appeals and as required where campaign efficiencies can be achieved. 	<ul style="list-style-type: none"> • Completes the Communication Compliance Checklist for every fundraising campaign/appeal prior to launch. • ADRA campaigns are promoted in church publications. • OHI campaigns benefit from resources and processes from ADRA Australia.
DEPARTMENT SUPPORT	<ul style="list-style-type: none"> • Contribute to and support other marketing and fundraising tasks as they relate to supporter care, project management, merchandise and resourcing, including website and social media support as required. 	<ul style="list-style-type: none"> • Physical and digital marketing materials are delivered to a high quality and meeting deadlines.
SUPPORTER CARE	<ul style="list-style-type: none"> • Provide back-up for supporter care duties as needed. Tasks may include answering calls, responding to enquiries, and assisting with mail handling. 	<ul style="list-style-type: none"> • Supporters receive exceptional customer service. • Assistance is given with a positive attitude to help the team achieve its objectives.

Employee Signature:
Print Employee Name:

Supervisor(s) Signature(s):
Print Supervisor Name:

Date: / /

Employment Application Form

Adventist Development and
Relief Agency Australia Limited



ABN 85 109 435 618

Title:		First Name:		Last Name:	
Current Address: (Street, State, Post Code, Country)					
Phone No.		Home:		Mobile:	
Work:		Gender:			
Email:					
Position applying for:					
GENERAL					Type in "Yes" or "No" or an appropriate comment
1. Are you ALREADY legally entitled to live and work in Australia?					
If the response to Question 1 is No, we are unable to consider your application and there is no need to proceed any further.					
2. What prompted you to apply for this role? Why would you like to work for ADRA?					
3. Do you have any illnesses or injuries which may affect your ability to perform the essential requirements of the job for which you have applied? If yes, please provide details below:					
SAFEGUARDING					
4. ADRA Australia's strict safeguarding policies aim to help protect children, young people and vulnerable adults. In line with these policies are you willing to undergo a police check, a working with children check and be screened through Adsafes*?					
5. Do you have any convictions or charges related to child abuse? If yes, please provide details below:					
6. ADRA Australia has a zero tolerance to Sexual Exploitation and Harassment. Do you have any convictions or charges related to sexual abuse or harassment of any nature made against you in Australia or overseas? If you have responded "Yes", please provide details below:					
ADRA AS PART OF THE SEVENTH-DAY ADVENTIST CHURCH					
7. Have you ever worked for ADRA or any other entity of the Seventh-day Adventist Church in Australia or overseas under your current name or another name? If yes, please provide details of your last position below:					
8. Do you have any relatives currently employed by the Seventh-day Adventist Church? (We need to check any conflicts of interest.) If the answer is Yes, please list their names and places of employment below.					
Name		Place of Work			

9. Are you a practising Seventh-day Adventist? (If you are not an SDA, this does <u>not</u> exclude you from applying for the position.)	
Being employed by ADRA Australia, which is part of the Seventh-day Adventist Church, involves understanding, representing and being committed to the Church's mission and lifestyle in your professional life. (<i>Our code of conduct policy is available on request.</i>) Please respond to the following two questions.	
10. Do you understand the Church's lifestyle values? (These include abstinence from tobacco, alcohol, recreational drug use, immoral, illegal conduct, etc.)	
11. If you are employed by ADRA Australia, are you happy to reflect its purpose and values in your work and adhere to its lifestyle values in your professional life?	

I understand, agree and declare that:

1. If required by ADRA, I will undertake a pre-employment medical screening by an ADRA designated practitioner who shall pass completed details of the examination to ADRA. (Refer Point 3)
2. If required by ADRA, I will produce documentary evidence relevant to this application e.g. identification, work visa, evidence of my qualifications, etc.
3. Any statement made by me in this document which is found to be deliberately misleading shall render me, if employed, liable to dismissal.
4. The Terms and Conditions of my employment shall be in accordance with:
 - (a) Any applicable State or Federal Laws.
 - (b) The appropriate Industrial Award and/or church policy.

Signature	Date

**Adsafe has been established as a service and resource to assist local Churches and Denominational Entities to protect children and vulnerable adults, to comply with applicable legislation and to develop denominational policy.*