



FUNDRAISING DATABASE OFFICER

Employment Status: Full Time Closing Date: 29 Apr 2024 AEST

Your future workplace

Sacred Heart Mission is a community of dedicated people working together to end homelessness and disadvantage. Our strength lies in our shared purpose and values. We welcome individuality and support each other to bring our best and whole selves to the work we do each day.

Join us in making a meaningful difference in a fun and friendly organisation with a big heart.

Your new role

The Fundraising Database Officer role works full time within a professional Fundraising team. You'll play a pivotal role in managing the donor database as well as supporting appeals and regular giving whilst building strong relationships with donors.

You'll report to The Head of Fundraising and work closely in the Fundraising team at Sacred Heart Mission who are a successful group of like-minded professionals. They are well known internally for their deep connections in the community, their relentless passion to achieve and the positive culture they have developed, and they are looking forward for you to join the team!

Your day-to-day

- Maintaining and updating the donor database, ensuring accuracy and integrity of data
- Efficiently processing incoming donations with timely acknowledgment and recording of contributions
- Responding to donor inquiries via phone, mail and email, providing excellent customer service and support
- Assisting the fundraising team with various administrative tasks



We're looking for someone

- Passionate about data who recognises its role in organisational success
- Experienced in using a database management software (Raiser's Edge desirable)
- With excellent attention to detail
- Confident and comfortable building relationships with donors over the phone and online
- With a desire to actively contribute to a cohesive fundraising team, who's eager to gain a comprehensive understanding across all fundraising operations

You can look forward to

- Salary packaging expenses like your rent, holiday accommodation and dining out: up to \$15,990 pre-tax
- Access to in-house training and support in professional development
- Flexible work arrangements
- Inclusive, fair and compassionate community organisation
- The opportunity to work for one of Melbourne's most highly regarded not-for-profits

Come and Work with us

To join our team, simply scroll down and enter your details below.

For more information about the role, contact **Ann Tan** – atan@sacredheartmission.org

Closing date for applications: **5pm, Monday 29th April 2024**

Shortlisting for this position will commence immediately, and the position may close earlier than stated if we have found suitable candidates.

SHM is committed to equal employment opportunities for all people regardless of age, gender, cultural background, disability, or sexual orientation. We recognise the strength and value in diversity, and actively foster an inclusive workplace. Aboriginal and Torres Strait Islander people are encouraged to apply.

All appointments are subject to Police Checks and certain roles require additional pre-screening or evidence of COVID-19 vaccination in the position description.

[Click here to read the position description and apply!](#)