

COMMUNITY FUNDRAISING OFFICER

Employment Status: Permanent Part Time (0.6 FTE)

Closing Date: 22 Jul 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

As a key player in our Fundraising Program, you'll work closely with the Head of Fundraising to inspire and mobilise support from schools, community groups, and clubs. Your efforts will be crucial in generating essential funds to sustain our mission's impactful work.

Your day-to-day

You'll experience a dynamic and varied role where every day is unique and engaging. A core focus of this position is to foster and sustain meaningful connections, ensuring ongoing support and engagement from the community. This includes working closely with schools through the Social Justice Program and building strong relationships with our stakeholders. By prioritising relationship development, the officer ensures a solid foundation for continued community support and successful fundraising efforts.

We're looking for someone who

- Is deeply aligned with our mission's values, embodying them wholeheartedly as you will be advocating for them within the community.
- Has proven fundraising experience.
- Possesses strong verbal and written communication skills to effectively engage and inspire diverse community groups and supporters.
- Exhibits exceptional planning and prioritisation abilities to manage multiple fundraising activities and events simultaneously.
- Shows initiative and the ability to work independently, driving projects forward with minimal supervision.
- Brings innovative ideas to develop new fundraising strategies and engagement activities.
- Has excellent written and verbal communication skills and thrives with people-based activities.

You can look forward to

- An interesting workday! Plentiful opportunities to engage with a wide array of stakeholders and spaces.
- Playing a crucial role in raising funds that directly support life-changing programs and services for those in need.
- Being a part of a well-established, successful and highly engaged team.
- Being in the heart of St Kilda, close to public transport and restaurants.
- Salary packaging expenses like your rent, holiday accommodation and dining out: up to \$15,990 pre-tax.
- Access to benefits such as the Victorian Portable Long Service Benefits Scheme.

Come and Work with us

To join our team, please follow the link to our careers page.

For more information about the role, contact Ann Tan, Head of Fundraising, 0419 348 582.

Closing date for applications: Monday 22 July 2024 at 5pm.

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 as outlined in the position description.

Link to careers page: <https://sacredheartmission.net.au/jobs/SHM1027>

POSITION DESCRIPTION

Community Fundraising Officer

Program:	Fundraising
Reports to:	Head of Fundraising
Supervises:	Volunteers (when required)
Date of Last Review:	June 2024
Classification:	Social and Community Services Employee Level 3 Sacred Heart Mission Enterprise Agreement 2023 or subsequent Agreements
Victorian Portable Long Service Benefits Scheme	This role has been deemed eligible to participate in Scheme

PROGRAM INFORMATION

The fundraising team manages all events, relationships with donors, fundraising appeals, community fundraising activities, donations to the Mission, bequests, and corporate sponsorship. This team is integral to the Mission, as it generates much needed funds to support operational activity that would otherwise not be funded.

PURPOSE OF THE POSITION

The Community Fundraising Officer is responsible for raising funds through the management and development of donor relationships within the broader community. This includes schools via the Social Justice Program, networked individuals, community groups and other clubs.

In this role you will:

- Encourage and harness support from groups, schools, clubs and individuals within the community to raise funds for Sacred Heart Mission's work.
- Raise awareness and support for the Mission, and its work, in line with the organisation's brand and strategic plan.
- Together with the Head of Fundraising, continuously develop and evolve the community fundraising program in line with opportunities arising from the team, the sector and our supporters.

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- Build and retain a portfolio of community fundraisers who are actively engaged throughout the year and advocate the work of the Mission through a variety of engagement and fundraising activities.

KEY RESPONSIBILITIES

Accountability	Key Responsibilities/duties (note: this is not an exhaustive list)
Fundraising	<ul style="list-style-type: none"> • Work with the Head of Fundraising to plan, develop and implement community engagement and stewardship strategies to meet and deliver on priority fundraising program outcomes. • Prioritise key activities and deliver on the fundraising bottom line through these activities, including working with the event coordinator during all fundraising events as required. • Engage and coordinate with schools in the Social Justice Program to raise funds as well as awareness in the wider community. • Coordinate community fundraising activities. • Identify, recruit, and retain key influencers to be 'community ambassadors' for the Mission to facilitate fundraising activities. • Coordinate gifts in kind for the organisation, especially through the 'Gift of Choice' campaign over Christmas time.
Stakeholder Relations	<ul style="list-style-type: none"> • Manage relationships with schools, clubs, networked individuals, and community groups. • Represent the Mission at community events or arrange for another suitable representative where appropriate. • Liaise with, and provide guidance to, individuals who are organising fundraising activities for the Mission. • Retain the support of existing gift in kind supporters to deliver for our clients during the festive period. • Develop and maintain strong working relations with the appropriate SHM service delivery teams and SHM volunteer team to deliver program outcomes.
Financial	<ul style="list-style-type: none"> • Deliver financial community fundraising outcomes as outlined in the Mission's budget. • Monitor and evaluate stakeholder engagement activities, providing ideas for continuous improvement.

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Communications	<ul style="list-style-type: none"> • Deliver warm and engaging communications to community fundraisers throughout the year and as required, i.e., in support of events. • Ensure supporters and volunteers are appropriately welcomed, thanked, and kept up to date with our work.
Reporting	Report regularly on outcomes as they relate to the fundraising budget and KPIs.
Team	As a team player, actively contribute to Fundraising team meetings, fundraising email and hotline, regular supervision and fundraising activities and events as required.
Professional Development	<ul style="list-style-type: none"> • Attend and participate in regular supervision sessions. • Undertake all mandatory and core training in a timely manner. • Participate in annual professional development and review (PDR) process and take responsibility for own training and development plan in collaboration with direct supervisor.
Health & Safety	SHM staff are required to take reasonable care of their own health and safety and others in the workplace and comply with relevant policies, procedures, and instructions.
Information Security	All staff are required to manage information and data in accordance with SHM frameworks, policy and, procedures relating to privacy, document and data management, and cyber security.
RISK	All SHM staff are required to consider, identify and address risk in accordance with the responsibilities of their position.
CQI (Continuous Quality Improvement)	All SHM staff are encouraged to identify quality improvement opportunities and implement and monitor CQI initiatives in accordance with the responsibilities of their position.
TIC (Trauma Informed Care)	All SHM staff are required to engage in TIC learning and development and integrate their understanding of and responsiveness to the impact of trauma within their work.

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MANDATORY REQUIREMENTS

- Eligibility to Work in Australia.
- A current Criminal Records Check.
- Valid driver's license to drive in Australia.

QUALIFICATIONS

DESIRED

- Certificate IV or diploma level Tertiary qualification in Fundraising, Communications or Marketing.

KEY SELECTION CRITERIA

- Strong communication skills, both verbal and written.
- Experience in building strong supporter relationships.
- Experience in P2P community fundraising.
- Experience in developing and managing volunteers.
- Excellent self-motivation, prioritisation, and planning skills.
- Ability to work independently.
- Ability to manage timelines and work to set KPIs.
- Experience in the use of Raisers Edge would be an advantage.
- High level interpersonal skills, with a demonstrated capacity to work collaboratively with others and exercise influence in a diversity of contexts.
- Ability to participate collaboratively and constructively within teams of peers, staff and other stakeholders, as well as initiative and effective personal judgement when working alone.
- Strong alignment with the values of Sacred Heart Mission.

VISION, MISSION AND VALUES

Our vision is of an inclusive, fair, and compassionate community, which enables people to overcome disadvantage and realise their full potential. Our mission is to build people's capacity to participate more fully in community life, by addressing the underlying causes of deep, persistent disadvantage and social exclusion. Our Values are:

- **Welcome** – we welcome and actively engage people in order to build relationships based on respect and trust.
- **Community** - we enable people to feel supported by and connected to the broader community.
- **Challenge** - we challenge the unjust social and economic structures that cause disadvantage, social exclusion, and homelessness.

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- **Accountability** - we measure the impact of our work so that we can develop the evidence to address deep, persistent disadvantage and social exclusion.
- **Innovation** - we ensure that our services remain contemporary, creative, responsive, and effective.

POSITION DESCRIPTION SHOULD BE REVIEWED ANNUALLY OR WHEN POSITION CHANGES

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