



Fundraising Support Officer

About Orange Sky

Orange Sky is the world's-first free mobile laundry and shower service provided to people experiencing homelessness. We offer a platform for everyday Australians to connect by creating a safe, positive and supportive environment for people who are too often ignored or who feel disconnected from the community.

The Role

Orange Sky is seeking a dedicated Community Fundraising Support Officer to play a pivotal role in driving our community fundraising efforts. Reporting directly to the Events & Community Fundraising Specialist, you will be responsible for supporting community fundraisers, coordinating community engagement bookings and ensuring seamless logistics to deliver exceptional participant experiences. You will also play a key role in supporting our campaigns, such as The Sudsy Challenge and Walk The Walk, assisting in their planning and delivery.

As the face of Orange Sky in many interactions, you will represent our organisation, serving as a welcoming first contact for enquiries about our fundraising initiatives. Strong communication skills are essential as you will regularly engage with internal and external stakeholders, via phone, email, and in-person meetings, ensuring strong relationships through regular updates and engagement opportunities.

In a nutshell, the Fundraising Support Officer will:

- Support with the execution of Orange Sky run fundraising activities alongside external community fundraisers by assisting with incoming enquiries, troubleshooting, loving and thanking and other administrative tasks
- Assist the Fundraising team members to manage the Salesforce supporter database, including gift entry, record maintenance, and data clean-up projects with the goal of providing current, consistent, and accurate data
- Manage bookings, travel arrangements and enquiries for speaking and community engagements opportunities across the organisation including working with the co-founders, SLT, staff and volunteers
- Research, identify and engage with a variety of potential supporters



— Australia —

- Support donor stewardship and providing a positive supporter experience through oversight of campaign email inboxes and responding to supporter queries in a timely manner, particularly during key campaign periods
- Provide receipts and updates on the impact of fundraising and support

Convinced this is the role for you? Tick some boxes!

The ideal candidate will possess excellent organisational skills and effective time management abilities to juggle multiple tasks, deadlines, and priorities with attention to detail. Previous experience in community fundraising is fantastic but definitely not necessary, we want someone who is eager to learn and has successfully utilised time management and stakeholder management skills, as well as confidence in using new systems and databases. A comfortability with public speaking would also be very beneficial to the team. If you are motivated by the opportunity to make a tangible difference and thrive in a dynamic, supportive environment, we invite you to apply for this rewarding role. Review the Position Description [here](#) for more detail.

Benefits

At Orange Sky, we want every person to leave us better than when they arrived. That is every one of our volunteers, friends, and supporters, all while working together towards delivering our mission. And as part of the Orange Sky team, you are no exception. You not only get to work with an outstanding bunch of high-performing people, but you're supported to continue your own personal growth and development in an inclusive and flexible environment, with benefits including:

- Attractive and fair remuneration package based on industry benchmarking;
- Attractive salary packaging options - up to \$15,900 tax free per year;
- Flexible approach to work;
- Development through the Orange Sky My Career Pathway
- Professional development fund (both formal and informal learning opportunities);
- Recognition program that includes a paid-out reward scheme and gifted leave;
- Additional leave including Orange Sky public holiday and gifted leave for high performance;
- 6-12 weeks paid parental leave for primary care givers and 1 week for secondary caregivers, including superannuation in addition to the 18 weeks paid parental leave from the government. Plus support for parents returning to work;



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- Wellness initiatives and an Employee Assistance Program;
- Dog friendly offices - bring your (furry) best mate with you to work.

We are committed to facilitating a barrier-free recruitment process and work environment. If you require any accommodations, we welcome you to let us know so we can work with you to participate fully in our recruitment experience.

Still keen?

Please follow this link

<https://orangeskyau.bamboohr.com/careers/159?source=aWQ9MzI%3D> or visit our Careers page to apply and see the position description for more details.

If you have any questions you can reach out to Emma Duce on 07 3067-5800 or emma.duce@orangesky.org.au