

Manager, Community Fundraising

As the Manager, Community Fundraising, it's my role to lead my team to deliver Caritas Australia's mission through Community Fundraising initiatives.

I am responsible for increasing Caritas Australia's financial sustainability to meet strategic directions through fundraising campaigns that focus on the Catholic and the wider Australian community.

I am a member of:
Fundraising, Engagement & Sustainability team

I report to:
National Fundraising Manager

My role is based in:
Alexandria, Sydney

My role is classified:
SCHADS Level 6



[Currently Vacant]

I am committed to:

- the mission of Caritas Australia in our quest to end poverty and injustice through the realisation of human dignity for all people
- the principles of Catholic Social Teaching which underpin our work, such as dignity of the human person and the common good
- our Code of Conduct which outlines the professional behaviour that is expected of me
- the safeguarding of children and vulnerable adults in line with laws, standards and Caritas Australia's policies and procedures

In my role, I am accountable for:

- Delivering income targets above \$10 million annually through Community Fundraising initiatives
- Developing, implementing and managing Community Fundraising strategies and operational plans that will deliver and grow income targets, donor base and brand awareness
- Driving regular analysis, benchmarking and reporting to monitor and evaluate performance, ensuring Community Fundraising strategic activity is continuously improving and aligned with industry best practice
- Developing and managing the Community Fundraising budgets and forecasts ensuring good stewardship of resources and compliance with Agency policies and procedures
- Leading and motivating an engaged Community Fundraising Team, managing performance outcomes, fostering innovation, proactivity and compliance with Caritas policies and procedures
- Work in collaboration with other Engagement and Sustainability teams, ensuring the wider team and organisational objectives are met
- Ensuring all Community Fundraising activity is compliant with relevant legislation and industry standards, and ensuring the team is aware of these requirements
- Managing supplier relationships to ensure high quality, timely and cost-effective delivery of campaigns

As a manager, I am also responsible for:

- safeguarding: ensuring that my team members understand their responsibilities in line with our organisational obligations, and that we implement our policy commitments
- risk management: reporting and managing financial, reputational and other risks
- culture: contributing to positive morale and a collaborative, transparent and accountable culture
- compliance: ensuring our procedures and processes reflect best practice and are compliant with DFAT accreditation standards, ACFID Code of Conduct, CI Management Standards and other regulations

For this role I need these skills and experience:

- Demonstrated success building and implementing successful Community Fundraising campaigns, preferably in the not-for-profit or association sector
- Tertiary qualification ideally (Business, Marketing, or similar), but most importantly success in revenue and supporter growth by breathing new life into Community Fundraising activities
- Strong team management skills, and the ability to give and receive constructive feedback, be agile and drive improvements, break down silos and nurture a culture that supports our strategy
- Proven success in building rapport with internal and external stakeholders in complex environments, including experience identifying and developing community networks
- Extensive experience in managing budgets, strategy and reports in a changing, fast-paced environment
- Extensive experience in using donor data and segmentation to develop sound fundraising strategies
- Ability to manage multiple projects, perform under pressure and adhere to strict deadlines
- Professional communication skills, including excellent negotiation, influencing and presentation skills
- High level attention to detail and self-motivated, always looking at making improvements while creating solutions to day-to day challenges

In my role, I will interact primarily with:

- National Fundraising Manager – to collaborate on strategic direction, keep informed on work in progress, escalate issues as required, and receive advice, direction and feedback. To keep abreast of the overarching Engagement & Sustainability strategy
- Community Fundraising team – to develop and manage the team through open communication, performance appraisals, regular team meetings and clear work plans to enable delivery of operational plans
- Fundraising and Philanthropy teams – to explore opportunities to collaborate, integrate and leverage messaging across Fundraising Campaigns
- Community Engagement team – to guide, brief and assist integrating and leveraging Community Fundraising initiatives within their workflows. To work closely with the Education Resources Team to develop campaign assets for schools. To work closely with Community Participation Leaders, Justice Animators, Diocesan Directors to deliver campaigns to supporters, parishes and schools across Australia
- Supporter Services Group – to collaborate on the development and continuous improvement of Community Fundraising processes, and to liaise on any supporter or donation issues arising from campaigns
- Data Insights Analyst – to collaborate on required data extracts and reports, and to segment and analyse donor base and campaign results
- Marketing and Communications team – work closely in partnership, utilising the skills and expertise of this team to develop and implement effective Community Fundraising campaigns
- Third party suppliers – engage and manage various organisations to produce and deliver campaign materials, and grow supporter communications and community fundraising reach

For this role I am required to have:

1. Working with Children Check (if applicable)
2. Police check
3. Counter terrorism clearance