

Campaigns Coordinator | Part-time 14 month Fixed-Term Contract (30hpw) | North Sydney Location

- An opportunity for an established fundraiser to build on strong foundations and expand current offerings for an Australia-wide organisation in the international development sector.
- You will part of the Individual Giving team to deliver engaging fundraising campaigns.
- The position is a fixed term contract part-time role (4dpw) for 14 months located in North Sydney.

We're looking for a passionate, energetic fundraiser who's keen to put their gifts and talents to work to help design and deliver inspiring campaigns that encourage supporters to contribute to the incredible work of our mission partners in Australia and overseas. This role will work alongside an established Campaigns Coordinator, sharing and collaborating on ideation, creation, and review for Catholic Mission's (CM's) single-giving activities.

ABOUT THE ROLE

The Campaign Coordinator develops and delivers compelling fundraising campaigns, church appeals, and community fundraising activities to acquire, retain and engage donors. These activities include warm appeals to current donors, acquisition appeals, calls and reporting back on giving. This is done in collaboration with others through direct mail, email, SMS, phone, web, social media, and more. Campaigns, church appeals, and community fundraising programs play a vital role in our fundraising and represent over a third of total fundraising income. This role is essential in helping acquire, grow, and steward donors to achieve CM's mission of life to the full for all.

ABOUT YOU

Your Knowledge...

- Understanding of, and commitment to, represent Catholic principles, values, and global mission.
- Understanding and appreciation of the role of the Catholic Church in mission.
- A tertiary qualification in a relevant discipline, e.g., Fundraising, Communications, Marketing, Business, Management, or International Development.
- Demonstrated knowledge of fundamental principles of fundraising and communications.

Your Experience...

- 2+ years demonstrated experience as a Campaigns Coordinator.
- Experience leading or supporting the process of cash appeals in a Not for Profit (NFP) organisation.
- Experience with CRMs, Microsoft Suite, online project management tools, and file storage/sharing including but not limited to: Salesforce CRM (preferred); MS-Office suite; Outlook; Teams; Monday.com (or similar project management tool); Dropbox / SFTPs.
- Demonstrated experience in database use (Salesforce preferred) and general data analysis for synthesising and preparing reports/data lists alongside the Data Team.

Your Skills...

- Sound marketing skills, including the ability to support campaign planning, audience engagement, and multi-channel communication.
- Excellent organisational and time management skills, with a focus on meeting project deadlines.
- High level of attention to detail and accuracy.
- Have well-developed analytical, problem solving and decision-making skills.
- Strong communication skills including written, verbal, interpersonal, influencing, negotiation, and presentation.
- Strong copywriting skills, with the ability to develop clear, compelling content for fundraising campaigns and supporter communications.

Your Characteristics...

- Interest in working within the not-for-profit sector.
- Enthusiastic, resilient, adaptable, and energetic.
- Learning mindset with commitment to bringing best practice in fundraising to CM.
- Self-motivated and can work autonomously, using initiative when required, with a disciplined and determined approach.
- A team player with proven ability to collaborate within and across teams (and lead collaboration of) others and maintain good relationship with external and internal stakeholders.

Your Australian Work Eligibility...

- Eligible to work in Australia.

AS A PART OF THE TEAM...

- You will have the opportunity to work independently and collaboratively with a variety of colleagues and stakeholders.
- You will have access to flexible working arrangements with hybrid office/work from home (WFH) options.
- You will enjoy a caring and supportive environment – both within our team and the organisation.
- You will be gifted leave (over Christmas and New Year).
- You will have access to the Employee Assistance Program (EAP).

ABOUT CATHOLIC MISSION

Catholic Mission is the Australian agency of the international Pontifical Mission Societies. As the Pope's international mission agency, we partner with communities, helping them to flourish by supporting grassroots projects, including healthcare, education, and spiritual care. Our network of religious and lay missionaries operates in Africa, Asia, Europe, Oceania, and the Americas. Catholic Mission's work supports children, communities, and future Church leaders across areas such as education, healthcare, community-building and spiritual care.

NEXT STEPS

To apply, send your cover letter and resume to employment2@catholicmission.org.au.

Applications will be reviewed and assessed as they are received.

Please note:

- The successful applicant is subject to a National Criminal History Check and a Working with Children Check.
- Only those selected for an interview will be contacted.