

## Campaign Coordinator | Part-time | North Sydney Location

- This is a perfect opportunity for an established Fundraiser to bring your experience and knowledge to build on strong foundations and expand current offerings for a country-wide organisation in the International Development sector.
- You will be joining an established Campaigns Coordinator, as this role is designed to expand capacity for Catholic Mission's single-giving activities
- The position is a permanent part-time role (4dpw, Monday to Thursday) located in the National Office in Sydney, with hybrid work opportunity

We're looking for a passionate, energetic fundraiser who is 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 CM's single-giving activities, and working towards building future opportunities for the organisation.

### ABOUT THE ROLE

The Campaign Coordinators develop and deliver 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

#### *Knowledge and Interests*

- Interest in working for the not-for-profit sector.
- Understanding and appreciation of the role of the Catholic Church in mission.

#### *Experience*

- Demonstrated 2+ years' experience in fundraising/marketing and understanding of/interest in fundraising principles.
- Experience leading or supporting the process of cash appeals in NFP is helpful.
- Experience in database use (Salesforce preferred) and general data analysis is advantageous.

#### *Skills*

- Excellent organisational and time management skills, with a focus on meeting project deadlines.
- High level of attention to detail and accuracy.
- Well-developed analytical, problem solving and decision-making skills.
- Strong communication skills including written, verbal, interpersonal, influencing, negotiation, and presentation.

#### *Characteristics*

- Enthusiastic, resilient, adaptable, and energetic.
- Team player with the ability to collaborate with (and lead collaboration of) others.
- Learning mindset with commitment to bringing best practice in fundraising to your work.
- Self-motivated and work autonomously, using initiative when required, with a disciplined and determined approach.
- Collaborate within and across teams, and maintain good relationships with external and internal stakeholders.

### 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 come into a space where there is room to grow capacity and future opportunities.
- You will have access to professional development to increase your skillset.
- You will have access to flexible working arrangements with hybrid office/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](mailto:employment2@catholicmission.org.au).

Closing date: Thursday 4 June, 2026

Please note:

- The successful applicant is subject to a National Criminal History Check and a Working with Children Check and must be eligible to work in Australia.
- Only those selected for an interview will be contacted, usually within three weeks of the closing date.