

FUNDRAISING CAMPAIGNS OFFICER

Strategic Communications and Fundraising

About Jesuit Social Services

Jesuit Social Services is a social change organisation working to build a just society where all people can live to their full potential. We do and we influence. We accompany people and communities to foster and regenerate the web of relationships that sustain us all – across people, place and planet; and we work to change policies, practices, ideas and values that perpetuate inequality, prejudice and exclusion.

Our Vision

Building a Just Society

Our Mission

Standing in solidarity with those in need, expressing a faith that promotes justice.

Our Values

- Welcoming – forming strong, faithful relationships
- Discerning – being reflective and strategic in all we do
- Courageous – standing up boldly to effect change

Our Purpose

We work to build a just society where all people can live to their full potential – by partnering with community to support those most in need and working to change policies, practices, ideas and values that perpetuate inequality, prejudice and exclusion.

Position details

POSITION TITLE:	FUNDRAISING CAMPAIGNS OFFICER
PROGRAM:	STRATEGIC COMMUNICATIONS & FUNDRAISING
LOCATION:	RICHMOND
REPORTING RELATIONSHIPS:	This position reports directly to the Fundraising Manager This position doesn't have any direct reports
EFFECTIVE DATE:	July 2025

Position Purpose

- To develop, coordinate and deliver integrated fundraising appeals and newsletters across key donor communication channels, including direct mail, email, website, social media.
- To strengthen donor relationships, improve giving levels and engage new donors through a range of activities including direct mail and other tailored communications.
- To evaluate appeals and continuously seek to improve fundraising appeal content and processes on the basis of past results and industry trends.

Program Purpose

Strategic Communications and Fundraising

The Fundraising team is responsible for engaging with new and existing stakeholders to generate independent income to support the strategic direction of the organisation.

The Strategic Communication team works closely with Policy department to join participant voice, practice wisdom and policy advocacy to raise public awareness of the challenges faced by our participants and the changes needed at a government level to improve outcomes for the whole community.

Duties of the position

- Develop and deliver integrated fundraising appeals and donor newsletters with support from the Fundraising Manager and Communications Team, including coordination timelines with internal and external stakeholders.
- Work closely with Fundraising Projects Officer to prepare segmented data for each appeal
- Build upon existing donor journey with communications, especially digital communications, that strengthen supporter retention and connection to Jesuit Social Services mission.
- Provide detailed fundraising reports to the Fundraising Manager during and after every appeal that include ideas for improvements and efficiencies to maximise appeal process and performance
- Contribute to administration of database when required, including donation processing, receipting and data hygiene.

Key Selection Criteria

1. Demonstrated experience conceptualizing, creating and delivering a range of fundraising communications including appeals, newsletters and online content
2. Aptitude working with a fundraising database (eTapestry or similar) and Excel for data analysis and reporting
3. Experience creating and driving project plans involving internal and external stakeholders
4. Superior written and verbal communication skills, including writing fundraising copy for print and digital channels
5. Knowledge of fundraising landscape for Australian social change, social justice or social services; combined with a experience testing and trialing new fundraising approaches.

Key Performance Indicators

- Fundraising appeals are delivered on time and on budget, and meet financial targets
- Donor communications strengthen our donors' connection to Jesuit Social Services' mission, vision and values
- Evaluations are presented after each appeal to support Board Reports, and include recommendations for continual improvement
- Actively contributes to the development and delivery of new Fundraising Strategies

Key responsibilities of Jesuit Social Services Employees

- Engage and build positive and constructive relationships with internal and external stakeholders and, where relevant, program participants
- Communicate clearly with others
- Manage competing priorities in a high-volume work environment
- Fulfil the reporting and administrative requirements associated with the position
- Work effectively as part of a team, contributing to group outputs
- Actively participate in regular supervision with the line manager, staff meetings and professional development opportunities
- Other duties as required

Continuous Improvement and Professional Standards

- Demonstrate a commitment to own learning and development
- Commitment to risk management and continuous quality improvement processes
- Compliance with relevant legislation, Code of Conduct, policies and procedures of Jesuit Social Services

Diversity, inclusion and culture

- Demonstrate respect and acceptance of diversity at all times and provide culturally appropriate support to all including Aboriginal and Torres Strait Islander peoples and those who identify as LGBTQIA+
- Interact with staff, participants and other stakeholders in a manner that is inclusive, respectful and non-discriminatory
- Demonstrate an understanding the identity and ethos of Jesuit Social Services

Mandatory Position Requirements

- Current National and International (where required) Police Check
- Current Employee Working with Children Check
- Valid and current Australian Drivers Licence
- Proof of eligibility to work in Australia

Safeguarding Children and Young People

Jesuit Social Services takes child protection seriously, we undertake a range of checks and processes to ensure safeguarding of children, and you are required to meet the behavior standard outlined in our Code of Conduct.

Conditions of Employment

Conditions of employment are in accordance with the current Jesuit Social Services Collective Agreement and Jesuit Social Services Policy & Procedures, including the Code of Conduct.

Employee Acknowledgement

I, _____ (please print name) acknowledge that I have read and understood the contents of this position description.

Employee Signature:

Date: _____

Position Description Approved by:
GM or ED

Position Description Review Date:
2 years from effective date