

POSITION DESCRIPTION



Fundraising Manager

Strategic Communications and Engagement

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 Manager
PROGRAM:	Strategic Communications and Engagement
LOCATION:	Richmond, Victoria
REPORTING RELATIONSHIPS:	This position reports directly to the General Manager, Strategic Communications and Engagement. This position has three direct reports.
EFFECTIVE DATE:	September 2024

Position Purpose

- A fantastic opportunity for a fundraising manager who is seeking a new challenge to be part of an exciting growth trajectory, or a fundraising coordinator with some team management experience who is ready to take the next step in their career.
- Manage Jesuit Social Services' fundraising and philanthropy strategy to grow our organisation's independent income, support the sustainability of crucial services, and ensure fundraising best practice.
- Lead a team of fundraising professionals, collaborate with internal and external stakeholders, and ensure effective communication and stewardship along the donor journey.

Program Purpose

Central Office

Jesuit Social Services engages with people from diverse backgrounds experiencing complex problems, including those associated with mental illness, substance misuse, family breakdown, offending behaviour, homelessness, unemployment, poverty and social exclusion.

Jesuit Social Services operates a range of programs for disadvantaged young people, families and communities from various operational sites.

Strategic Communications and Engagement

The Strategic Communications and Engagement team comprises communications, media, events and fundraising functions that work to raise awareness of the challenges faced by our participants and bring about the changes needed to improve outcomes for individuals, families and communities.

Together with the Policy and Advocacy team and program areas, the Strategic Communications and Engagement team integrates participant voice, practice wisdom, policy, strategic communications and advocacy to increase Jesuit Social Services' voice, engagement, influence, independence and impact.

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

Duties of the position

- Shape, deliver and evaluate Jesuit Social Services' fundraising and philanthropy strategy to meet fundraising goals and support organisational priorities.
- Lead a small team and work with relevant partners and consultants to deliver the strategy and associated activities and materials.
- Ensure the collection, measurement and reporting of key performance indicators to evaluate the impact of strategies and activities.
- Collaborate with colleagues, Executive members, partners and consultants to identify funding gaps and opportunities, and support integrated approaches to grow and engage the organisation's supporter base.
- Provide high quality fundraising and philanthropic advice and support to the CEO, Executive members, and program areas.

- Develop strong positive relationships with current and potential major donors.

Key Selection Criteria

1. Demonstrated experience in delivering an effective organisation-wide fundraising and philanthropic strategy.
2. Demonstrated experience in nurturing and growing positive donor relationships along the giving pathway.
3. Demonstrated experience in writing and managing the delivery of fundraising materials including direct marketing, appeal letters, newsletters, and social media content.
4. Demonstrated experience in managing a team and working collaboratively with colleagues, leaders, partners and consultants to deliver on organisational priorities.
5. Excellent written and verbal communication skills, including experience in providing high quality advice to colleagues and leaders.

Key Performance Indicators

- Deliver and continuously improve Jesuit Social Services' fundraising and philanthropy strategy including appeals, direct marketing, major gifts, donor engagement, fundraising events, bequests, and supporting grants applications.
- Effective segmentation of supporter and donor databases to support targeted approaches that maximise appeals, secure major gifts, and support bequest prospect identification.
- Meet fundraising and philanthropic goals, developed in collaboration with the General Manager, Strategic Communications and Engagement and the Executive team.
- Collect, measure and report on key performance indicators to evaluate the impact of strategies and activities and to identify trends and opportunities.
- Strong team leadership and collaboration with colleagues, executives, partners and consultants to deliver effective activities that grow and engage the organisation's support base.

Key responsibilities of Jesuit Social Services Employees

Service delivery/ Practice Framework (share services roles)

- Engage and build positive and constructive relationships with internal and external stakeholders
- Deliver services consistent with shared services guidelines, relevant legislation and funding agreements
- Communicate clearly with others
- Manage competing priorities in a high-volume work environment
- Fulfil the reporting and administrative requirements associated with the position
- Other duties as required.

Teamwork and supervision (shared services roles)

- 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.

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

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



**Position Description Approved by:
GM or ED**

**Position Description Review Date:
2 years from effective date**