

POSITION DESCRIPTION



Philanthropy and Fundraising Officer

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:	Philanthropy and Fundraising Officer
PROGRAM:	Fundraising
LOCATION:	Richmond
REPORTING RELATIONSHIPS:	This position doesn't have any direct reports
EFFECTIVE DATE:	October 2024

Position Purpose

- Support the implementation of a coordinated philanthropy strategy across the organisation in line with the strategic goal of diversifying funding streams.
- Identify new philanthropic and government funding opportunities and undertake coordination and activities to secure new funding that supports Jesuit Social Services' work both locally and nationally.
- In collaboration with the Fundraising Manager, support Executive and senior staff to approach and relationship manage new and existing philanthropic funders.
- Work with the Fundraising Manager and external supplier(s) to establish and coordinate Bequest and Major/mid-value giving programs.
- Establish and coordinate stewardship plans for major donor and bequest prospects, including supporting relevant relationship managers and developing appropriate communications.
- Support other fundraising activities as needed to ensure daily operations and team efficiency.

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

- Conduct routine and ad hoc research to identify philanthropic and government funding opportunities to support new and existing work carried out by Jesuit Social Services.
- Support for the submission of quality and timely funding proposals and approaches, including making contact with funding bodies and reviewing applications
- Working with the Fundraising Manager, coordinate with Executive and senior staff to support existing relationships and establish new relationships through targeted outreach and communications to grow philanthropic funding opportunities.
- Working with the Fundraising Manager, provide input into grant applications prepared by program staff and, on occasion, draft funding approaches.
- Maintain systems and processes to support program staff to proactively search and apply for funding and work closely with the Fundraising team and Business Support Services to maintain accurate donor and grant records.
- Solicit feedback from program staff and funding bodies, as appropriate, on successful and unsuccessful applications to support improvements to future funding approaches.
- Prepare and maintain reports and other documentation required by the Fundraising Manager, senior staff and the Executive.

- Work closely with the Communications and Events team to deliver events and communications to support relationships with philanthropic individuals and organisations.
- When necessary, perform other fundraising team responsibilities including but not limited to timely processing and receipting of donations and routine donor communications
- Compliance with relevant legislation.
- Commitment to continuous quality improvement processes

Key Selection Criteria

1. Tertiary qualification/s and/or relevant experience in field
2. Demonstrated research skills and capacity to implement systems and procedures for the identification of funding opportunities, particularly philanthropic opportunities.
3. Demonstrated skills and experience positively engaging with internal and external stakeholders, including a willingness to make cold calls.
4. Experience in fundraising best practices and working with a CRM to maintain accurate records and communication preferences
5. Strong written and verbal communication skills.
6. Capacity to fulfil reporting and administrative requirements associated with the position.
7. An understanding of the social welfare sector and unique funding challenges and opportunities.
8. Understanding and sympathy with the mission and ethos of Jesuit Social Services.

Key Performance Indicators

- Identification of meaningful and aligned philanthropic and government funding opportunities.
- Maintenance and improvement of systems to identify and apply for funding to meet diverse needs, including timely provision of a matrix of opportunities to Executive and senior staff.
- Establishment and delivery of annual stewardship plans for key supporters.
- Successful development of communication materials and delivery of events to improve relationships with significant stakeholders including major donors, bequestors and philanthropic organisations.
- Timely and careful delivery of other fundraising activities, as needed, to support broader fundraising team objectives

Key responsibilities of Jesuit Social Services Employees

Service delivery/ Practice Framework (program delivery roles)

- Engage and build positive and constructive relationships with internal and external stakeholders and program participants

- Deliver services consistent with program 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.

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.

Team work and supervision (program delivery)

- Work effectively as part of a team, contributing to group outputs and reflective practice
- Actively participate in regular supervision with the line manager, staff meetings and professional development opportunities.

Team work 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
- Demonstrate an understanding the identity and ethos of Jesuit Social Services or Demonstrate understanding, and a capacity to provide leadership in, the identity and ethos of Jesuit Social Services (Management only)

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:
Andrew Yule

Position Description Review Date:
2 years from effective date