

## Position Description *(Team member)*

**Our Vision:** To see God glorified by men and women living for and proclaiming Jesus Christ, growing healthy churches and reaching the lost.

**Our Mission:** to provide excellent evangelical theological education.

<b>Position Title:</b>	Campaigns and Fundraising Officer
<b>Industrial Instrument and classification:</b>	Educational Services (Post-Secondary) Award, Level 5
<b>Reports to:</b>	Head of Foundation or other position as determined
<b>Employment status:</b>	Full time (3 year contract)
<b>Primary Purpose of Position:</b>	To implement targeted campaigns and to support the College's fundraising strategy.
<b>Special tools/equipment or conditions:</b>	CRM
<b>Relationships:</b>	<b>Internal:</b> Recruitment and Communications team Operations team Finance team Campaign and other Committees Head of Property Development
	<b>External:</b> Volunteers Donors

## Selection Criteria

**Essential:**

- At least 3 years' experience working on a capital campaign
- Demonstrated experience in engaging stakeholders
- Strong administrative skills
- Tertiary qualification
- Understanding of the Sydney Anglican diocese
- Experience in creating engagement through the use of a variety of social media platforms
- Current NSW Driver's licence
- Strong skills and experience in writing promotional materials
- Excellent verbal and written communication skills
- Ability to support and promote the Christian mission and vision of Moore College

**Desirable Criteria:**

- Experience in the not for profit sector
- Completion of some study at Moore College or a similar institution
- Public speaking skills and experience
- Qualifications and/or experience in fundraising

## Acknowledgement

**I understand and accept the responsibilities as outlined in this position description.**

Employee Name	
Signature	
Date	

<b>Key Accountabilities</b>		
<b>Key Performance Area</b>	<b>Key Tasks</b>	<b>Performance Indicators</b>
<b>Quality</b>		
<b>Campaigns</b>	<ul style="list-style-type: none"> <li>• Coordinate and implement all targeted campaigns</li> <li>• Advice to the Head of Foundation on all campaign strategies</li> <li>• Research on effective campaign strategies</li> <li>• Coordination of some specific Non-capital Campaigns (e.g. Bequest programme, Indigenous Student Campaign etc)</li> <li>• Strategic research on the viability of specific campaigns</li> </ul>	<ul style="list-style-type: none"> <li>• Campaigns are implemented as per the agreed schedule.</li> <li>• Effective campaigns are developed.</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Act as secretary to Foundation Committees as required</li> <li>• Assist the Head of Foundation in drafting varied documentation</li> <li>• Prepare agendas and write minutes for weekly departmental meetings</li> <li>• Record all Foundation Department Communications and report on their performance metrics</li> <li>• Provide assistance for Moore Matters as required.</li> <li>• Produce, maintain and oversee mail and email mailing lists for all Foundation communications</li> <li>• Undertake other duties as required by the supervisor.</li> <li>• Provide support to the Alumni and Fundraising Officer as required, including relief when they are on leave.</li> </ul>	<ul style="list-style-type: none"> <li>• Agendas prepared and minutes written, key documentation drafted, and action points followed up for quarterly meetings</li> <li>• Materials and documentation drafted is of high quality</li> <li>• Agendas and minutes distributed in a timely manner</li> <li>• Timely &amp; satisfactory completion of all tasks</li> </ul>
<b>Influence</b>		
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Ensure that relevant information regarding marketing plans or issues are effectively communicated to key stakeholders, including faculty and staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Stakeholders are kept informed</li> </ul>

<b>Cross unit cooperation</b>	<ul style="list-style-type: none"> <li>• Collaborate with other departments as required.</li> <li>• Communicate issues, needs or plans with other departments in a timely manner to ensure any potential impacts have been considered or planned for.</li> <li>• Provide support to faculty and management where appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Other departments are aware of potential impacts of department plans.</li> <li>• Administrative support is provided to the academic departments in a timely manner.</li> <li>• Information is provided accurately and in a timely manner.</li> </ul>
<b>Capacity</b>		
<b>Capital Campaigns</b>	<ul style="list-style-type: none"> <li>• Serve as secretary to Capital program Board and Committee/s</li> <li>• Write and edit web, email and print materials to promote different aspects of the Capital Programme</li> <li>• Assist with and contribute to the feasibility study for the Capital Programme, Case for Support and other key strategies</li> <li>• Develop and present various Capital Programme reports as required</li> <li>• Manage the communications, events and meetings schedule for the Capital Programme</li> <li>• Data mining for the Capital Programme</li> </ul>	<ul style="list-style-type: none"> <li>• Agendas prepared and minutes written, key documentation drafted, and action points followed up for meetings</li> <li>• Relevant content written on a regular basis with high response rates</li> <li>• All documentation and reports accurate and relevant</li> <li>• Calendar of communications, events and meetings is maintained and grown</li> </ul>
<b>Sustainability</b>		
<b>Fundraising</b>	<ul style="list-style-type: none"> <li>• Coordinate fundraising events</li> <li>• Build relationships with key relevant trusts and high net worth individuals (major donor portfolio)</li> <li>• Assist with the maintenance of the communications, events and meetings schedule</li> <li>• Write and edit web, email, social media and print materials to promote different aspects of fundraising</li> <li>• Respond to ad-hoc requests from donors</li> <li>• Manage the regular receipt and annual tax receipt process</li> <li>• Identify benchmark donations for the Head of Foundation to contact donors with messages of thanks</li> <li>• Selectively contact other benchmark donations with messages of thanks</li> <li>• Utilise and monitor the CRM (Salesforce) and use it as an essential tool.</li> </ul>	<ul style="list-style-type: none"> <li>• Annual calendar of fundraising, communications, events and meetings is maintained and developed.</li> <li>• Effective events are planned and executed that are well advertised, meet attendance targets, receive positive feedback, and attendees are followed up</li> <li>• Relevant content written on a regular basis with high response rates</li> <li>• Requests are dealt with or escalated quickly</li> <li>• Donors receive receipts via mail and/or email in a timely manner</li> <li>•</li> </ul>

	<ul style="list-style-type: none"> <li>• Coordinate the development of strategies for the bequest program</li> <li>• Establish and monitor direct debit and salary sacrifice campaigns</li> <li>• Draft, write and edit web, email, social media and print materials to promote different aspects of the Foundation Department</li> </ul>	
<b>General</b>		
<b>Community</b>	<ul style="list-style-type: none"> <li>• Demonstrate the College's values</li> <li>• Make a positive contribution to the College culture</li> <li>• Assist and cooperate with other teams</li> <li>• Encourage teamwork and foster good communication.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Participation in team and staff meetings</li> <li>• Contributes to the College culture</li> </ul>
<b>Risk and Compliance</b>	<ul style="list-style-type: none"> <li>• Compliance with WHS legislation, policy and Procedures</li> <li>• Participate in, promote and raise awareness of WHS in the College community.</li> <li>• Contribute to the maintenance of a safe, clean environment in the College community.</li> <li>• Ensures compliance with College policies and procedures, applicable legislation and regulatory frameworks.</li> <li>• Manages risk appropriately in all work activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of participation in WHS activities, e.g. training.</li> <li>• Evidence of risk management in work activities.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Maintain current competencies.</li> <li>• Attend internal and external training as required.</li> <li>• Participate in the annual performance review</li> </ul>	<ul style="list-style-type: none"> <li>• Competencies remain up to date.</li> <li>• Evidence of participation in internal and external training.</li> <li>• Performance reviews are completed annually</li> </ul>