

<b>Position Title:</b>	<b>Fundraising Campaign Officer</b>
<b>Department/Location:</b>	Marketing Mission & Communications
<b>Employment Status</b> (Full-time/part-time/casual/fixed term):	Full Time Permanent
<b>Reports To:</b>	Community Relations & Fundraising Manager (CR&FM)
<b>Direct Reports:</b>	
<b>Key Relationships/Interactions:</b>	<b>Internal:</b> MM&C team members; shared services teams; Spiritus service managers and teams
	<b>External:</b> Anglican Community (parishes, schools, groups); Corporate partners; Community Groups and Service Clubs; Donors; volunteers

**About Spiritus:**

**Our Vision**

To create a more caring, just and inclusive society consistent with the teachings of Christ.

**Our Mission**

As a caring ministry of the Anglican Church we will:

- enrich people's lives through compassionate service and advocacy for social justice in partnership with communities and parishes;
- respond with innovation and courage to the needs of our community, especially those most at risk; and
- demonstrate a passionate and determined commitment to excel as leaders in quality caring service.

**Our Values**

**Dignity:** We accept, value, encourage and empower others to pursue their personal goals

**Respect:** We exhibit profound respect, integrity and humility in all our relationships

**Care:** We demonstrate thoughtful stewardship and take personal responsibility in all we do

**Joy:** We actively embrace opportunities to share, and experience, hope and happiness

**Our Environment**

Spiritus is an Anglican not-for-profit organisation providing caring and supportive services in partnership with government and other support organisations, to respond to identified needs in our community.

Spiritus is committed to enacting a Christian response to social and community welfare issues and aged and community care needs, particularly with respect to disadvantaged members of the community. Whilst serving the community as a whole we value and respect the needs, rights and personal choices of the individual.

Spiritus is the name for all services operating within the Anglican Community Services which was formed by the combination of St Luke's Nursing Service, Anglican Care of the Aged and Anglicare Southern Queensland.

The Anglican Community Services Commission (ACSC) operates under a Diocesan Governance Canon defining its role in terms of Corporate Governance, Strategic Direction of the organisation and the regulation of Management, and reports to the Archbishop in council. The Canon authorises the ACSC to operate in the areas

of community welfare, social justice, health, aged and community care.

All Spiritus services are enhanced and supported by a centralised Shared Services infrastructure including Care Services leadership; Direction and Development (including Innovation & Improvement Services, Business Direction and Strategic Asset Management); Finance; Director of Mission; Human Resource Support Services (including Payroll, WH&S and Volunteer Services); Information & Communication Technology and Marketing, Mission and Communication.

**Position Statement / Overall Purpose:**

The purpose of the Fundraising Campaign Officer role is to achieve target revenue growth and to develop and implement strategies to significantly increase ongoing revenue and endowment growth from fundraising and donor activities. The role will focus on specific campaigns within the Spiritus Fundraising Plan under the guidance of the Community Relations & Fundraising Manager and the General Manager Marketing, Mission & Communications (MM&C).

Additionally the role will serve as an active member of the Marketing, Mission & Communications Team to:

- identify, develop, and implement creative fundraising activities in strategically determined and agreed areas to support the organisation's vision;
- fundraising activity exclusively;
- nurture and build relationships of Spiritus with key prospects and donors; and
- drive campaigns/projects assigned by CR&FM and supports other organisational fundraising initiatives.

**Key Selection Criteria:** (includes education, experience, skills and knowledge required)

Essential attributes for our fundraising campaign officer are:

- 2-5 years professional fundraising experience
- Demonstrated ability to co-ordinate successful fundraising campaigns
- Demonstrated ability to manage successful fundraising events (e.g. golf days)
- Demonstrated ability to achieve targets
- Experience with Social Media Tools
- Exceptional communication skills – written and verbal
- Experience with preparation of written sponsorship proposals and verbal presentations.
- Exceptional interpersonal skills
- Professional presentation
- Tenacity and flexibility
- Team-focussed individual with excellent organisational and coordination skills
- Ability to accept change and respond to varying priorities of the organisation;
- High standard in computers (Microsoft Suite: Word, Outlook, Excel, PowerPoint)
- Self-motivated joyous outgoing personality

**Desired:**

- Previous experience within a community services or not for profit organisation.
- Experience with creating innovative concepts for Campaigns
- Appropriate Marketing and/or Fundraising network memberships e.g. Fundraising Institute of Australia; Australian Marketing Institute

## Key Accountabilities and Responsibilities:

### 1. Accountability:

#### **Fundraising campaign management**

Develop, implement and drive project plans for individual Campaigns within the Fundraising Plan, under the guidance of the Community Relations & Fundraising Manager (CR&FM)

Project plans to include revenue targets, budget management, donor/stakeholder relationship strategies, risk management as well as best practice fundraising procedures.

Activities and strategies must be developed within the context of the philosophy and values of Spiritus and the Anglican Church.

### 2. Accountability:

#### **Fundraising partnerships and sponsorships**

Develop and nurture appropriate corporate partnerships and solicit sponsorships to financially benefit capital or in kind) appropriate to individual campaigns and Spiritus.

Build and nurture positive ongoing rewarding relationships for Spiritus with existing and potential corporate partners.

### 3. Accountability:

#### **Fundraising event management**

Use best practice event management processes to develop and implement fundraising events for Spiritus.

Acquire appropriate sponsorship for Spiritus fundraising events to ensure maximum profitability and promotional exposure.

Implement internal processes for the conduct of all Spiritus fundraising events (e.g. event plan templates, post event reporting).

### 4. Accountability:

#### **Active and positive MM&C team membership**

Report regularly to CR&FM on activity and performance.

Represent MM&C and Spiritus in a professional manner consistent with our values when required at internal and/or external events/functions;

Undertake appropriate professional development with the approval of the General Manager MM&C;

- Regularly audit service levels and scope of role to make recommendations for ongoing improvement;
- Ensure best practice standards are met;
- Operate within the parameters of organisational policies, procedures and business plans;
- Support other MM&C team members where required;
- Provide outside business hours to fulfil role (TOIL available where agreed in advance with General Manager MM&C).
- Actively participate in team meetings and organisational improvement strategies.
- Other duties as required.

**Approval and Acceptance:**

Review and Approval	..... Incumbent	..... MANAGER
Effective Date: .....	..... Date	..... Date
Review Date: .....		
Distribution	(1) Incumbent, (2) Manager (for filing in the employee's file)	