



## Senior Donor Relations Officer

Full-time | North Sydney based | Supporting dioceses in NSW & ACT

- Full-time (37.5 hours per week), although will consider 4 days per week (30 hours per week).
- Become a member of an experienced and dynamic team.
- Make a significant impact by engaging people in this inspiring work.

This is an exceptional opportunity to join the international mission agency of the Catholic Church in Australia, which supports children, communities and church leaders both in Australia and overseas. In Australia our work includes delivering community education and mission engagement programs; forming active partnerships with parishes, community groups, minority and cultural groups and the national schools network; and facilitating a sustainable program of fundraising.

This position requires someone who has a passion for making a difference, by harnessing the generosity and philanthropy of others. The role would ideally suit a person who is used to working in areas such as sales and marketing, who is comfortable with talking to people about money and stewardship, who celebrates the power of partnership and collaboration and who can think outside the box.

Reporting to the Diocesan Director for the Archdiocese of Sydney and the Dioceses of Broken Bay and of Parramatta, your primary responsibility is to substantially increase Catholic Mission's total income from major donations and bequests in a manner consistent with our organisation's values. You will work as part of a team of five people, based in North Sydney. In this team you will contribute beyond just your own position and be involved in the work of all fundraising and education events, sports and community gala days, training sessions, coordinating celebrations for World Mission Day and much more.

You will be eligible to work in Australia, have your drivers' license, be able to travel around Sydney and surrounds, and work a flexible schedule—sometimes including weekends. It is desirable that you will be degree qualified in a relevant discipline (Fundraising, Sales/marketing, Theology). You will have a thorough understanding of and a minimum of 3 years of relationship-based fundraising experience and proven success in personally increasing major gift donations, bequests or high value sales. You will be resilient and able to adapt to dynamic circumstances quickly and respond with energy. Your interpersonal skills, and your written and oral communication skills will be excellent, and you will be able to present and deliver information confidently to single donors and/or a group of donors. You will have had some experience working with diverse groups of people in the community or in the Church. You will be a team player. You will have high attention to detail, good at managing your time, excellent at setting priorities and able to work on a number of different projects concurrently. You may have some international travel experience or have previously lived and worked in a developing country. You may have experience in social responsible investment (SRI). Due to the essential breadth of involvement with parishes, clergy and the Catholic Church's evangelisation activities, this position is identified as requiring a practising Catholic who will have an understanding of, appreciation for and commitment to promote Catholic principles, values and global mission.

Catholic Mission supports their employees with a number of benefits such as time-in-lieu and flexible working arrangements. There is an Employee Assistance Program, above-award holiday breaks and an annual performance, development and review program. You can look forward to becoming part of an experienced and dynamic team.

If you're looking for a role where your energy, enthusiasm and passion will be rewarded, your ideas embraced and where you can genuinely help change the world while building your professional career, please send your application to [employment@catholicmission.org.au](mailto:employment@catholicmission.org.au) today, including a cover letter of no more than two pages, along with your resume of no more than two pages, demonstrating how you meet the requirements of the role. For a position description, please refer to: <http://www.catholicmission.org.au/about-us/work-with-us>. For a short video on what it's like working at Catholic Mission, please refer to: <https://www.catholicmission.org.au/about-catholic-mission/about-us#our-people>

*Please note: The successful applicant is subject to a National Criminal History Check and a Working with Children Check (and the Vulnerable); Only those selected for an interview will be contacted within 2 weeks of the closing date.*

*Catholic Mission comprises the four Pontifical Mission Societies, which locally and globally answer the call to love God and to love our neighbour, works to establish the Reign of God through building communities of missionary disciples who share their faith by proclaiming the Word, supports Church communities and people in need, acts for justice and creation, and through the Society of the Holy Childhood, adopts child-focused, community-based development programs.*

**Closing Date: Wed 25 Mar 2020 5pm**