

<b>POSITION DESCRIPTION (PD) FOR Senior Donor Relations Officer</b>			
<i>All employees/workers within Catholic Mission must have a position description.</i>			
<b>Position Title (Generic):</b>	Officer	<b>Position Title (Specific):</b>	Senior Donor Relations Officer
<b>Reporting to:</b>	Diocesan Director – Syd/Broken Bay/Parra	<b>Direct Reports:</b>	None
<b>Position Location:</b>	Diocese BROKEN BAY/PARRAMATTA/SYDNEY If Other, please identify: <a href="#">Click here to enter text.</a>	<b>Position Code:</b>	SDRO-PT
<b>Full Time Equivalent (FTE):</b>	Full-time=1.0FTE OR 30hpw=0.8FTE	<b>Date:</b>	6/08/2019
<b>Financial Authority:</b>	<input checked="" type="checkbox"/> Authority level to \$0 <input checked="" type="checkbox"/> Credit card to monthly cap of \$3000	<b>Rem Code:</b>	GH
		<b>Rem Steps:</b>	From: S25 To: S32
		<b>Award</b>	No Award - ACBC guidelines
<b>About Catholic Mission</b>	<p>Catholic Mission (CM) is the international mission agency of the Catholic Church in Australia. It comprises the four Pontifical Mission Societies. Locally and globally, we answer the call to love God and to love our neighbour, and work to establish the Reign of God through building communities of missionary disciples who share their faith by proclaiming the Word, supporting Church communities and people in need, acting for justice and creation, and through the Society of the Holy Childhood, adopting child-focused, community-based development programs.</p> <p>Our guiding principles and values are: Be prophetic; Be theologically grounded; Be missionary; Be collaborative; Be respectful; Be affirming; Be accountable; Celebrate!</p>		
<b>Purpose of Role</b>	<p>The Senior Donor Relations Officer (SDRO) is responsible for substantially increasing CM’s net income by increasing the number of major donors and the number of bequests in a sustainable manner consistent with our organisation’s values.</p> <p>The SDRO will work collaboratively to integrate the work of the diocesan major gift and bequest programs with other diocesan and national fundraising and education programs of CM (e.g. schools fundraising, regular giving, donor engagement, World Mission Month celebrations, etc.).</p> <p>The primary focus of this job is to:</p> <ul style="list-style-type: none"> <li>• Create, develop, implement and coordinate CM’s high net worth acquisition and retention strategies for major gifts and bequests with targets in excess to those identified for the Donor Relations Officer (DRO).</li> <li>• Deliver growth in bequests and other gifts to CM’s international development projects in excess to those identified for the DRO.</li> </ul>		
<b>Primary Duties &amp; Key Performance Indicators (KPIs)</b>			
<b>Key Responsibility Areas – Expected End Results</b>		<b>Key Performance Indicators (KPIs) – Measures of Success</b>	
1. Secure major gifts from individual donors.		<ul style="list-style-type: none"> <li>• Increase in the total amount of money received by CM from major gift donations, attributable to the activities of the SDRO of the Senior Donor Relations Officer (SDRO) target.</li> <li>• Targets will be set in the Performance Development and Review Objectives (PDR) document.</li> </ul>	

<p>2. Identify prospects from our current donor base, cultivate relationships and develop into committed major donors and eventual bequests.</p>	<ul style="list-style-type: none"> <li>• Increase in number of major donors, attributable to the activities of the of the SDRO target.</li> </ul>
<p>3. Develop and implement processes to manage donor movement and nurture relationships toward increased giving and commitment to CM.</p>	<ul style="list-style-type: none"> <li>• Increase in number of major donors and an increase in amount given by high net worth regular donors attributable to the activities of the SDRO of the SDRO target.</li> <li>• Support DDs in ACT/NSW in in major donor and bequest work.</li> </ul>
<p>4. Directly develop relationships with a portfolio of current and potential supporters for the purpose of increasing funds raised from major gift donations and confirmed bequests.</p>	<ul style="list-style-type: none"> <li>• Increase in the total amount of the CM 'Bequest Bank' monies to be received by CM, attributable to the activities of the SDRO of the SDRO target.</li> </ul>
<p>5. Develop and implement strategic plans for acquisition and retention of major donors and those who make bequests.</p>	<ul style="list-style-type: none"> <li>• Increase in the number of confirmed bequests to be received by CM, attributable to the activities of the SDRO of the SDRO target.</li> </ul>
<p>6. Maintain transparent records related to agreed key performance indicators and maximise use of the organisational database system and its data.</p>	<ul style="list-style-type: none"> <li>▪ Accuracy and currency of the individual donor information related to major gift activity recorded in iMIS (the current CM database).</li> </ul>
<p>7. Design and facilitate fundraising events as part of the major giving program.</p>	<ul style="list-style-type: none"> <li>• Increase in the total amount of money raised by Sydney Archdiocese, Broken Bay Diocese and Parramatta Diocese, attributable to all CM fundraising activity by 10%.</li> </ul>
<p>8. Assist in the pilot of a CM Foundation, especially in the design and marketing to our supporters and donors.</p>	<ul style="list-style-type: none"> <li>• At least 50 engagements made with our major donors.</li> <li>• There is feedback provided from the above major donors.</li> </ul>
<p>9. Assist in the pilot of a Mission Invest, especially in the design and marketing to our supporters and donors.</p>	<ul style="list-style-type: none"> <li>• At least 50 engagements made with our major donors.</li> <li>• There is feedback provided from the above major donors.</li> </ul>
<p>10. Comply with CM's Safeguarding of Children and Vulnerable Adults policy and code of conduct.</p>	<ul style="list-style-type: none"> <li>• The policy and code of conduct is observed and adhered to at all times.</li> <li>• Breaches are identified and reported where appropriate, in order to eliminate or prevent the abuse of children and/ or vulnerable people.</li> </ul>
<p>11. Comply with Catholic Mission work, health and safety measures and standards.</p>	<ul style="list-style-type: none"> <li>• Safe work practices are observed in accordance with training and instruction given.</li> <li>• Risks/hazards are identified and reported where appropriate, in order to eliminate or prevent the risk recurring.</li> <li>• Consultative processes provided by Catholic Mission are engaged.</li> </ul>
<p><b>Challenges of the Position</b></p>	
<ul style="list-style-type: none"> <li>• CM does not currently have anyone within the organisation dedicated to mentoring/training employees on High Net Worth Donor, bequest acquisition and retention.</li> </ul>	
<ul style="list-style-type: none"> <li>• Up to date information on local and international projects.</li> </ul>	
<ul style="list-style-type: none"> <li>• Our 'in country' contacts are often hard to reach and it is difficult to chase monies sent and provide updated progress reports on projects to donors.</li> </ul>	

Person Specification			
<b>Essential</b>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>▪ Demonstrated understanding of, and commitment to, Catholic principles, values and global mission.</li> <li>▪ Demonstrated achievement in the development and implementation of major donor and/or bequest fundraising program and activities including the development and use of networks.</li> </ul>	<b>Desirable</b>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Tertiary education in Sales/Marketing, Fundraising or Theology.</li> </ul>
<b>Essential</b>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>▪ 3-5 years of relationship-based fundraising experience and proven success in personally increasing major gift donations, bequests or high value sales.</li> <li>• Working collaboratively with the Major Donor Bequests Committee in developing a bequest program and demonstrating acquisitions.</li> </ul>	<b>Desirable</b>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Travelled to or lived within a developing community.</li> <li>• Experience in social responsible investment (SRI).</li> </ul>
<b>Essential</b>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>▪ Research and data mining skills.</li> <li>▪ Event management and facilitation skills particularly concerned with fundraising events.</li> <li>▪ Exceptional interpersonal skills including an ability to establish rapport with business executives and accomplished entrepreneurs, in addition to senior church leaders and loyal individual donors.</li> <li>▪ High level of efficiency, accuracy and attention to detail, particularly in relation to time management, multi-tasking, prioritising tasks according to level of importance.</li> <li>▪ High level of competency in use of computer applications such as MS-suite of products (Word, Excel and PowerPoint ), use of email, use of databases (eg. iMIS).</li> <li>• Excellent written and oral communication skills.</li> <li>• Resilient with the ability to adapt to dynamic circumstances quickly and with energy.</li> <li>• Team player.</li> </ul>	<b>Desirable</b>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Research and data discernment skills.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> All applicants must be eligible to work within Australia.</li> <li><input checked="" type="checkbox"/> A Criminal History Check is required for this position.</li> <li><input checked="" type="checkbox"/> A Working with Children Check is required for this position.</li> <li><input checked="" type="checkbox"/> This position requires occasional travel nationally.</li> </ul>		

	<input checked="" type="checkbox"/> This position requires a driver's licence. <input checked="" type="checkbox"/> Commitment to CM's agency requirements, including attendance at staff and management meetings; completion of all finance and operational reporting requirements as per CM's policies and/or line manager's directive, adherence to program, HR and Finance policies and procedures. <input checked="" type="checkbox"/> As a FTE (full-time equivalent)=1.0 employee, you will receive a Mobile Phone Allowance. If you work 4dpw the allowance will be pro rated. <input checked="" type="checkbox"/> Capacity and willingness to work outside standard business hours. <ul style="list-style-type: none"> <li>• Evening and weekend work is required.</li> <li>• Compensation for this includes time in lieu as mutually agreed with CM.</li> <li>• Work hours can be flexibly arranged during the year to address fluctuating workloads by agreement with the DD.</li> </ul>
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Key Stakeholders/Relationships	
<b>Internal</b>	<ul style="list-style-type: none"> <li>• National Director</li> <li>• Deputy National Director</li> <li>• Diocesan Director</li> <li>• Sydney Archdiocese, Broken Bay Diocese &amp; Parramatta Diocesan Team <ul style="list-style-type: none"> <li>▪ Projects Team and Manager</li> <li>▪ National Fundraising and Communications Team</li> </ul> </li> <li>• Donor Services Team</li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>• Catholic Mission Donors</li> <li>• External Stakeholders</li> </ul>

PREPARED BY		REVIEWED BY	
<b>Name</b>	Sharon Messina	<b>Name</b>	Alan Wedesweiler
<b>Position Title</b>	HR Director	<b>Position Title</b>	Diocesan Director
<b>Date</b>	9/03/2020	<b>Date</b>	10/03/2020
AUTHORISATION: 1 <sup>st</sup> Level		AUTHORISATION: 2 <sup>nd</sup> Level	
<b>Name</b>	Peter Gates	<b>Name</b>	Brian Lucas
<b>Position Title</b>	Deputy National Director	<b>Position Title</b>	National Director
<b>Date</b>	10/03/2020	<b>Date</b>	10/03/2020