



**Philanthropy Officer | Melbourne | Full-time Fixed Term Role Apr – Dec 2024 or May 2024 – Jan 2025 | Supporting the Work in Dioceses throughout Victoria and Tasmania**

- Full-time (37.5 hours per week) fixed term role based in Melbourne.
- 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.

#### **ABOUT THE ROLE**

Reporting to the Philanthropy Manager in Fundraising and located at Catholic Mission's Melbourne Office within the Archdiocese of Melbourne, 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 with fundraising experience in Major Gifts or Gifts in Wills or 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.

Your primary responsibility is to partner with new and existing supporters to help in increasing Catholic Mission's total income from major donations and bequests in a manner consistent with our organisation's values. You will be working within a team of 3 in the Melbourne office, and part of remote team across the country. You will be involved in the work of all fundraising and formation activities, including parish appeals, fundraising and networking events and the various activities that occur during World Mission Month in October.

#### **ABOUT YOU**

You will be eligible to work in Australia, have your driver's licence, be willing to travel throughout the Melbourne Archdiocese and also occasionally to other parts of Victoria and Tasmania. You will adapt to dynamic circumstances quickly and respond with energy. Your fundraising knowledge, interpersonal skills, and written and verbal communication skills will be excellent, and you will be able to present and deliver information confidently to a range of stakeholders, including donors of all ages, community leaders and representatives from local businesses. Other desirable qualities will include experience working with diverse groups of people in the community, international travel experience, and previous experience of living and/or working in a developing country.

#### **AS PART OF THE TEAM**

- You will have the opportunity to be mentored by and work collaboratively with experienced fundraisers.
- You will get to participate in professional development and networking opportunities for fundraisers.
- You will have access to flexible working arrangements with hybrid office/WFH options and time-in-lieu.
- You will enjoy a caring and supportive environment – both within our team and the organisation.
- You will receive extra holiday breaks.
- You will have access to EAP.

#### **ABOUT CATHOLIC MISSION**

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.

#### **NEXT STEPS**

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>.

To apply, send your cover letter and resume to [employment@catholicmission.org.au](mailto:employment@catholicmission.org.au) as soon as possible as applications will be reviewed on an immediate basis.

*Please note:*

- *The successful applicant is subject to a National Criminal History Check and a Working with Children Check.*
- *Only those selected for an interview will be contacted, usually within two weeks of the closing date.*