



Donor Relations Officer

Full-time role | Based in North Sydney | Supporting Dioceses in NSW and ACT

- Full-time (37.5 hours per week) based in North Sydney.
- 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

Reporting to the Diocesan Director of the Archdiocese of Sydney and the Dioceses of Broken Bay and of Parramatta (SBBP), 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.

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 four, based in North Sydney. In this team 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.

You will be eligible to work in Australia, have your driver's licence, be willing to travel throughout the SBBP Archdiocese and Dioceses and also occasionally to other parts of the NSW and ACT (including the Dioceses of Wollongong, Armidale, Bathurst/Wilcannia Forbes, Lismore, Maitland/Newcastle, Wagga Wagga). You will be willing to embrace a flexible work schedule as weekend work is a feature of our fundraising efforts. 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.

Catholic Mission supports their employees with a number of benefits such as time-in-lieu and flexible working arrangements, as well as a salary package commensurate with your experience that includes the ability to arrange salary sacrifice depending on your circumstances. 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 a growing 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 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.

Applications close at 5pm on Sunday, 31 October, 2021

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.