

POSITION DESCRIPTION (PD) FOR Donor Relations Officer - SBBP

All employees/workers within Catholic Mission must have a position description.

Position Title (Generic):	Officer	Position Title (Specific):	Donor Relations Officer – NSW/ACT
Reporting to:	Diocesan Director – SBBP	Direct Reports:	None
Position Location:	Diocese BROKEN BAY/PARRAMATTA/SYDNEY If Other, please identify: Click here to enter text.	Position Code:	DRO-FT
Full Time Equivalent (FTE):	Can be either: Full-time (37.5hpw)	Date:	5/10/2021
Financial Authority:	<input checked="" type="checkbox"/> Authority level to \$ 0 <input checked="" type="checkbox"/> Credit card to monthly cap of \$3000	Rem Code:	EF
		Rem Steps:	From: S17 To: S24
		Award	No Award - ACBC guidelines
About Catholic Mission	<p><i>Our Vision</i> That all may have life in Christ.</p> <p style="text-align: center;"><i>“I came that they may have life, and have it abundantly.” (John 10:10)</i></p> <p><i>Our Mission</i> As the Pope’s international mission agency we respond to the call to love God and to love our neighbour by forming individuals and communities as missionary disciples of Jesus who share their faith in action and through prayer.</p> <p>We share in God’s mission to reach out, give life by sharing our personal and financial resources to:</p> <ul style="list-style-type: none"> • proclaim the Gospel • serve people in need • act for peace, justice and creation <p>in partnership with local churches so that all may have life in Christ.</p> <p style="text-align: center;"><i>“Love one another. Just as I have loved you, you also should love one another.” (John 13:34)</i></p>		
Purpose of Role	<p>This position exists within the Sydney/Broken Bay/Parramatta (SBBP) Diocesan Support Team and supports the activities within the New South Wales (NSW)/Australian Capital Territory (ACT) region. As Donor Relations Officer (DRO), responsibilities include:</p> <ul style="list-style-type: none"> • Create, develop, implement and coordinate CM’s high net worth acquisition and retention strategies for individual and corporate major gifts and bequests. • Deliver growth in bequests and other gifts to CM’s international development projects. • Engage with local commercial enterprises in relation to seeking sponsorship for CM events and international projects. • Organise major donor events in the SBBP and support Diocesan Directors within the NSW/ACT region with the major donor events organised within each of their Dioceses. • Participate as a Parish Appeals speaker for CM. • Assist the SBBP Diocesan Director in providing training/mentoring to CM ambassadors for Parish Appeals. • Use social media to raise awareness of the work and activity of CM in the NSW/ACT region. • Engage donors in becoming ‘mission’ aware and supporting the work of ‘mission’ within the region. 		

Primary Duties & Key Performance Indicators (KPIs)	
Key Responsibility Areas – Expected End Results	Key Performance Indicators (KPIs) – Measures of Success
1. Develop and implement strategic plans for acquisition and retention of major donors and those who make bequests.	<ul style="list-style-type: none"> ▪ Increase in the number of confirmed bequests to be received by CM, attributable to the activities of the DRO. • Actively participate in and contribute to CM's <i>Major Gifts and Bequests Networking Committee</i>.
2. Develop and implement processes to manage donor movement and nurture relationships toward increased giving and commitment to Catholic Mission.	<ul style="list-style-type: none"> • Increase in number of major donors and an increase in amount given by high net worth regular donors attributable to the activities of the DRO.
3. Secure major gifts from individual donors, corporate donors and parishes.	<ul style="list-style-type: none"> • Increase in the total amount of money received by CM from individual and corporate major gift donations, attributable to the activities of the DRO.
4. Identify prospects from our current donor base, cultivate relationships and develop into committed major donors and eventual bequests.	<ul style="list-style-type: none"> ▪ Increase in number of major donors, attributable to the activities of the DRO. • Increase in number of bequests, attributable to the activities of the DRO.
5. 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.	<ul style="list-style-type: none"> • Increase in the total amount of the CM 'Bequest Bank' monies to be received by CM Mission, attributable to the activities of the DRO.
6. Weekend speaking engagements for parish appeals.	<ul style="list-style-type: none"> ▪ Increase in parish appeal income attributable to the activities of the DRO. ▪ Appeals to be delivered to a minimum of 10 parishes within the SBBP Dioceses. • Developing training resources for CM ambassadors who are recruited to speak at weekend parish appeals.
7. Transparency in the maintenance of records related to agreed key performance indicators and maximise use of the organisational database system and its data.	<ul style="list-style-type: none"> ▪ Accuracy and currency of the individual donor information related to major gift activity recorded in iMIS (the current CM database).
8. Design and facilitate fundraising events as part of the major giving program.	<ul style="list-style-type: none"> • Increase in the total amount of money raised by the SBBP Dioceses, attributable to all CM fundraising activity.
9. Event management for events with a particular focus on major donors and/or corporate sponsors.	<ul style="list-style-type: none"> • A schedule of events relevant to major donors and/or corporate sponsors is created and implemented. • Regarding scheduling of events: <ul style="list-style-type: none"> ○ At least 4 events are scheduled in the Archdiocese of Sydney (one each quarter), ○ at least 2 events (one every 6 months) are scheduled within the Dioceses of NSW/ACT, • Each event generates additional interest in the work of CM among participants.
10. Social media – posts on various platforms.	<ul style="list-style-type: none"> • At least 4 pictures per week are scheduled to appear on social media in relation to donors, major donors and/or corporate sponsors. • Crafting and publishing regular messages/stories for CM's Mission Today (quarterly magazine) and/or Mission Matters (weekly internal newsletter).

<p>11. Comply with CM’s Safeguarding of Children and Vulnerable Adults policy and code of conduct.</p>	<ul style="list-style-type: none"> • Comply with best practice for safeguarding children and vulnerable people in accordance with established laws, standards and organisation policy and procedures. • Breaches are identified and reported where appropriate, in order to eliminate or prevent the abuse of children and/ or vulnerable people. • For those in managerial or supervisory roles: Promote and implement safeguarding training (including induction and ongoing training), safeguarding practices and record-keeping within CM.
<p>12. Comply with Catholic Mission work, health and safety measures and standards.</p>	<ul style="list-style-type: none"> • Comply with best practice for safe work practices in accordance with established laws, standards and organisation policy and procedures. • Risks/hazards are identified and reported where appropriate, in order to eliminate or prevent the risk recurring. • Consultative processes provided by Catholic Mission are engaged. • For those in managerial or supervisory roles: Promote and implement workplace safety training (including induction and ongoing training), practices and record-keeping within CM.
<p>Challenges of the Position</p>	
<ul style="list-style-type: none"> • Building the major donor pipeline. 	
<ul style="list-style-type: none"> • Building the bequest base. 	
<ul style="list-style-type: none"> • Support of the regional Diocesan Directors within the NSW/ACT region. 	

<p>Person Specification</p>			
<p>Essential</p>	<p>Knowledge</p> <ul style="list-style-type: none"> ▪ Demonstrated understanding of and commitment to Catholic principles, values and global mission. • Formal qualifications (Cert IV, Diploma, Degree) in marketing, fundraising, business and/or psychology. 	<p>Desirable</p>	<p>Knowledge</p> <ul style="list-style-type: none"> • Tertiary education or equivalent in Theology. • Tertiary education in International Development.
<p>Essential</p>	<p>Experience</p> <ul style="list-style-type: none"> ▪ Demonstrated achievement in the development and implementation of major donor and/or bequest fundraising program and activities including the development and use of networks OR equivalent experience in securing funds from high net worth individual and/or business leaders in a commercial role. ▪ 3-5 years of relationship-based fundraising experience and proven success in personally increasing major gift donations, bequests or high value sales OR equivalent experience in a comparative role in the corporate sector. 	<p>Desirable</p>	<p>Experience</p> <ul style="list-style-type: none"> • Travelled to or lived within a developing community. • Bequest programs and acquisitions. • Peer-to-peer fundraising.

Essential	Skills	Desirable	Skills
	<ul style="list-style-type: none"> ▪ Event management and facilitation skills particularly concerned with fundraising and financial commitment events. ▪ Exceptional interpersonal skills including an ability to establish rapport with donors, potential donors, bequestors, business executives and accomplished entrepreneurs, in addition to senior church leaders. ▪ High level of efficiency, accuracy and attention to detail, particularly in relation to time management, multi-tasking, prioritising tasks according to level of importance. ▪ 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 (previous experience using iMIS is preferable). • Excellent written and verbal communication skills; notably comfortable and competent in public speaking. 		<ul style="list-style-type: none"> • Research and data mining skills. • An ability to have conversations with people that inspire them to support our work, make them enthusiastic about the role they can play in Mission and move them to action, as financial partners. • Competency with using various forms of social media.
Other	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> All applicants must be eligible to work within Australia. <input checked="" type="checkbox"/> A Criminal History Check is required for this position. <input checked="" type="checkbox"/> A Working with Children Check is required for this position. <input checked="" type="checkbox"/> This position requires occasional travel within NSW region. <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"/> You will receive a Mobile Phone Allowance pro rated if you are part-time. <input checked="" type="checkbox"/> Requires own car (will be reimbursed petrol). <input checked="" type="checkbox"/> Capacity to work outside standard business hours. 		
Key Stakeholders/Relationships			
Internal	<ul style="list-style-type: none"> • National Director • Deputy National Director • Diocesan Director • Diocesan team ▪ National Office teams 		
External	<ul style="list-style-type: none"> • Catholic Mission donors and bequestors • Schools • Corporations • Parish priests and parish staff • Parishioners • Other external stakeholders 		

PREPARED BY			
Manager's Name	Sharon Messina		
Manager's Position Title	HR Director	Date	5/10/2021
REVIEWED BY		AUTHORISATION: 1st Level	
Name	Alan Wedesweiler	Name	Brian Lucas
Position Title	DD-SBBP	Position Title	National Director
Date	5/10/2021	Date	5/10/2021