

Campaign Coordinator

UnitingWorld

4 March 2022

About UnitingWorld

UnitingWorld is an agency of the Uniting Church in Australia (UCA). We collaborate internationally to address the causes and consequences of poverty, injustice, and violence. We work with partners in Asia, Africa and in the Pacific in poverty alleviation, gender equality, disaster readiness and leadership development.

As a registered Australian charity with PBI status, we can offer staff attractive salary packaging benefits.

We work with and through churches, but our programs include all people regardless of their faith, sexuality, ethnicity, ability, or gender. Our programs are initiated and implemented by our partners.

We translate rigorous sustainable community development principles through the lens of our Christian faith. We help to build leadership and organisational capacity. We partner for the long haul. We strive to build an international community, helping connect our partners with each other and our own church.

We maintain the highest standards for international development in Australia by being a member of the Australian Council of International Development (ACFID), a signatory of their Code of Conduct, and by being accredited by the Department of Foreign Affairs and Trade (DFAT) to receive Australian Aid funding. We are also members of the Fundraising Institute of Australia, and of the international ACT Alliance network.

You will be required to implement and adhere to the agency's policies and procedures in compliance with the DFAT and ACFID code of conduct, and following FIA, ACNC requirements.

Purpose of the Role

The Campaign Coordinator is part of our dynamic Communications and Fundraising Team and will lead the implementation of the Agency's fundraising appeals and campaigns. Responsibilities include driving the campaign schedule, coordinating multiple contributors, and managing the risks to the timely implementation of the plan, on-time and on-budget.

Scope and location of the role

The role is 0.6 - 0.8 FTE negotiable, reports to the Head of Fundraising Communications and is Sydney-based.

Key Responsibility Areas:

1. Coordinate the production and distribution of campaign and appeal materials to individuals and organisations via a range of platforms.
2. Project manage all aspects of the campaign or appeal process, including timelines and scheduling, budget, communication across the team, overseeing contractors, and problem-solving and adapting plans as needed.
3. Monitor and report on campaign and appeal performance.
4. Coordinate the development and production of the UnitingWorld Annual Report.

5. Maintain strong collegiate working relationships with the Australian Partnerships Team, the Communications Content Manager, and the Production Coordinator to ensure smooth delivery of campaigns and appeals.
6. Other duties as required.

Selection Criteria

Essential

- Relevant tertiary qualification and/or equivalent experience in project management, fundraising, marketing, or related field.
- Experience managing project timelines, stakeholders and budgets, with the ability to monitor progress and adapt to meet goals and objectives
- Strong prioritisation, multi-tasking, and organisational skills
- Exceptional attention to detail
- Sound analytical and reporting skills
- A self-driven can-do attitude to solving problems
- Strong communication skills with the ability to build collaborative working relationships with internal and external stakeholders across all levels
- Proficient use of Microsoft Word, PowerPoint, and Excel
- Preparedness to work within the ethos and practice of the Uniting Church in Australia

Desirable

- Experience within the not-for-profit sector
- Demonstrated hands-on experience coordinating fundraising and/or community engagement campaigns, appeals or plans
- Proven track record in designing and delivering successful marketing and engagement campaigns
- Experience and confidence working with data and client management systems, ideally Salesforce

Core Competencies

1. Highly organised – Is structured and systematic in all approaches to working.
2. Initiative & Accountability - Takes responsibility for actions and proactively implements work plan and addresses issues.
3. Continuous Quality Improvement - Identify continuous quality improvement opportunities.