

Fundraising Coordinator

UnitingWorld

22 Sept 2023

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.

Purpose of the Role

The Fundraising Coordinator is a valuable member of our vibrant Communications and Fundraising Team. Collaborating closely with the Senior Fundraising Coordinator and reporting to the Communications Content Manager, their primary role entails overseeing suppliers, as well as managing UnitingWorld's digital platforms and content. They will use their meticulous attention to detail to ensure that our digital platforms and the production schedule is maintained whilst working with the team to help produce exceptional fundraising campaigns that are delivered on time and within budget, with a focus on driving acquisition of new donors to provide support to UnitingWorld's mission.

Scope and location of the role

The role is 0.8- 1 FTE negotiable, reports to the Communications Content Manager and is Australia-based.

Key Responsibility Areas:

- Drive UnitingWorld's digital fundraising channels and online platforms.
- Manage relationships and scheduling between UnitingWorld and our suppliers, designers, and software consultants.
- Deliver on time production for UnitingWorld communications, with a focus on integrating digital channels throughout.
- Oversee maintenance of the UnitingWorld website and all social media platforms, working closely with the Communications Content Manager and Senior Fundraising Coordinator to source and update content.
- Coordination of suppliers to enhance the effectiveness of digital marketing platforms including Marketing Cloud, Google Ads and our social media accounts.
- Other duties as required.

Selection Criteria

Essential

- Strong supplier and/or stakeholder management skills
- Experience in carrying out projects and meeting deadlines
- Strong multi-tasking and organisational skills
- Sound interpersonal, verbal and written communication skills
- Ability to work collaboratively and constructively as part of a team
- A basic understanding of Microsoft Word and Excel
- Preparedness to work within the ethos and practice of the Uniting Church in Australia

Desirable

- Familiarity with WordPress and/or experience with web content maintenance
- Experience and confidence working with data and client management systems, ideally Salesforce
- Relevant tertiary qualification and/or equivalent experience in fundraising, marketing, sales or related field
- Proficiency in digital marketing and marketing systems

Core Competencies

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