



Campaign Advisor (Parishes) Development and Fundraising Office

About the Organisation

The purpose of the Development & Fundraising Office (DFO) is to raise the profile of the charities of the Catholic Archdiocese of Sydney, enhance its fundraising and marketing efforts, and build partnerships with businesses and other Catholic associates. DFO oversees the fundraising and marketing for:

- The Charitable Works Fund (CWF)
- Priests' Retirement Foundation (PRF)
- St Mary's Cathedral
- Holy Father's and Holy Places Appeals
- Bequest program and events – Cardinal Gilroy Society
- Rome Pilgrimages
- Sydney Catholic Business Network
- Support Parish Campaigns

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About the Role

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This role will require work after standard business hours, particularly evenings during the week, and will require flexibility over weekends.

This role is a permanent position operating in a full time capacity and based in the Sydney CBD.

Responsibilities

The Campaign Advisor is responsible for the following:

- Guide parishes in formulating case for support
- Establish marketing channels and drive campaign
- Assist in cleaning and analysing data
- Prepare parish leadership team for various fundraising positions
- Event coordination
- Presenting at Parishes as required – including evenings and weekends
- Reach fundraising targets
- Donor stewardship and cultivation
- Communication and thanking donors for support
- Administration of service fees



Selection Criteria

The ideal candidate should satisfy the following **selection criteria**:

- Demonstrated commitment to the ethos and values of the Catholic Church and its Tradition.
- Tertiary qualification or relevant experience in fundraising or marketing
- High level of communication – both verbal and written.
- Excellent stakeholder engagement with a service focus
- Ability to engage people at all levels
- Advanced administration and creative skills in marketing and design
- Ability to produce and interpret data relating to fundraising programs
- Sound understanding CRMs

Availability for weekend and evening work (during weekdays) is essential.

Applicants should submit a covering letter outlining their suitability for the role by addressing each of the required skills and attributes of this role (as outlined under the selection criteria above), as well as a resume outlining your qualifications and experience

Applications to be sent in confidence to:

Michael Mendieta
Director, Development and Fundraising Office
michael.mendieta@sydneycatholic.org

Applications close: TBC