



Position Title

Position Title:	Digital Fundraising Officer
Location:	Melbourne
Reports to:	Senior Digital Fundraising Specialist
Tenure:	Fixed term 12-month contract
Classification:	SCHCADS Modern Award Level 3.2 (depending on qualifications and experience).

Background

The Children's Ground is a First Nations organisation. The Children's Ground Approach is designed and delivered through the leadership of First Nations people. We are committed to systems change to ensure dignity, justice and equity for all children and families. Our work focuses on national reform as well as evidencing a new way of working. The Children's Ground Approach is a whole of community, whole of life approach. We privilege First Nations knowledge systems and practice. Over the course of a generation, led by local expertise, we create and deliver an integrated system that is centred on learning, development and wellbeing that responds to the child and their family through the key transition points from pre-birth to young adulthood. Our approach recognises the cultural, social and economic strength of our communities. We build on this over a generation to ensure a future for our children and grandchildren that gives them freedom, opportunity and rights to their culture and identity.

Position Summary

Reporting to the Senior Digital Fundraising Specialist and working closely with the Director, Partnerships, Investment and Communications and a small and talented team, the Digital Fundraising Officer will support digital campaigns, supporter care and provide event management and administrative support to the Partnerships, Investment and Communications team.

Key Relationships

Reports to:	Senior Digital Fundraising Specialist
Key Internal liaison:	Director, Partnerships, Investment and Communications and other team members, Regional Directors, Finance team
Key External liaison:	Existing and potential supporters and other relevant stakeholders

Key Responsibilities

Digital campaigns and supporter care

- Support the development and execution of digital fundraising campaigns.
- Manage supporter enquiries and acknowledgement across email, phone and social channels.
- Manage accurate data reporting against campaign KPIs, using online platforms.
- Assist in the delivery of the major gifts strategy by ensuring donor compliance measures are met, engagement is maintained and funders are retained and duly acknowledged.
- Identify potential grant funding opportunities and assist in the preparation of proposals for funding.
- Data maintenance and reporting using Salesforce Customer Relationship Management system.
- Under guidance, support existing partnerships and develop new relationships.
- Support digital and other fundraising initiatives as required.

Communications

- Administrative support creating reports, documents etc for distribution/presentations.
- Provide community management through social post responses and messenger inbox.
- Some Wordpress administration to support website management and maintenance.

Event Management

- Under guidance, support a schedule of engaging, interactive events to generate income and raise brand awareness.
- With support from the team, assist event planning and management from establishing project plans, budgets, securing venues, talent, sponsors, etc.

General PIC team support

- Support the administration of grant reporting and prospecting based on agreements/KPIs.
- Support delivery and distribution of online store merchandising.
- Undertake other duties as required and directed by Director, Partnerships, Investment and Communications.

Contribute to Children's Ground

- Be a positive, innovative and active member of the Children's Ground team.
- Support a strong, connected, respectful and supportive organisation.
- Engage with local languages by learning basic words/phrases and using them in interactions with First Nations people.
- Participate in professional development programs offered by Children's Ground.

Key Selection Criteria

1. A degree, certificate or diploma in an area relevant to the work of Children's Ground or at least 2-3 years relevant work experience.
2. Proven ability to support the implementation of digital fundraising strategies which have provided short-term and long-term sustainability.
3. Experience in event coordination or the willingness to develop these skills.
4. Demonstrated understanding and commitment to the rights and interests of First Nations Australians.
5. Excellent interpersonal and communication skills including written and verbal communication skills with the ability to communicate concepts and ideas to a variety of people in a variety of ways.
6. Demonstrated project management, time management, and problem-solving skills.
7. Ability to balance competing work priorities to meet tight deadlines whilst working effectively with multiple stakeholders.
8. Willingness to undergo a National Police Check and obtain a Working with Children Check.

Personal attributes

- Self-starter who thrives in an environment that is fast paced, innovative, complex and thinks systemically
- Proactive and can work autonomously, as well as part of a team
- Creative and embracing of a culturally diverse workforce
- Passionate about social justice and empowerment
- Highly collaborative
- Innovative and thinks creatively about problem resolution
- Focussed on achieving excellence