

## Fundraising Manager

John Peirce Centre

Prahran Victoria

Fundraising for Not-for-profit

Parttime

- Join our close-knit, passionate team and see the impact you have on the deaf and hard of hearing community.
- Play a key role in finding new avenues of fundraising and new relationship with major donors and funding partners.
- Event planning
- Flexible working hours parttime/school hours

We are seeking a Fundraising Officer who will:

- Coordinate, lead and grow John Pierce Centre's fundraising and donations activities.
- Maintain and optimise CRM (Salesforce) to best support fundraising and donation campaigns.

### **About the John Peirce Centre**

The John Peirce Centre is a not-for-profit registered charity with deductible gift recipient status. Donations support Deaf families through counselling, courses, and social gatherings. We are the only Deaf Catholic Centre in Victoria, where Deaf and Hard of Hearing people and their families are supported and connected. With community activities and Mass (all accessible in Auslan) JPC encourages personal and spiritual growth.

### **Main Tasks and responsibilities of the Role**

- Lead and execute fundraising activities through individual giving, grants from trusts and foundations, and community fundraising challenges by working with JPC team members.
- Ensure an accurate and up-to-date CRM (Salesforce) to best support the program, track fundraising progress, maintain donor stewardship and analyse data to measure the effectiveness of fundraising efforts.
- Develop compelling fundraising appeals aligned with the organisation's mission and brand and materials for various channels, including digital platforms, direct mail, and events.
- Identify new grant opportunities alongside our Grants Officer and maximise the volume of high-quality submissions to Foundations.

### **Key Selection Criteria**

- Relevant qualification and/or completion of appropriate work experience.
- Five years professional experience in a philanthropy, fundraising, marketing or similar field, with a track record in securing donations, playing a key role in fundraising campaign development and managing donor relationships.
- Demonstrated knowledge of the Australian philanthropic sector, ethical fundraising practices and applicable regulatory requirements.
- Excellent database and administrative skills, including experience with maintaining good quality CRM data and donor management.

- Superior skills in writing, editing and design with experience in producing digital fundraising materials for a variety of outputs including social media, newsletters, emails.
- Attention to detail and a high level of accuracy.
- Excellent organisational skills, including the ability to prioritise, establish and work within timelines.
- Demonstrated proficiency with Microsoft Office suite.

A National Police Criminal history check will be a requirement of this position.

**To apply provide a CV and cover letter** that matches your experience to the **key selection criteria** and the reasons that you are interested in the role.

#### **Employer questions**

Your application will include the following questions:

- Which of the following statements best describes your right to work in Australia?
- What's your expected annual base salary?