

Role Title:	Fundraising Administration Assistant
Department/ Team:	Community & Experience / Fundraising
Location:	Negotiable
Reports to:	Group Manager Fundraising

SU Australia's Vision & Mission

SU Australia is an interdenominational Christian movement committed to supporting children, young people and their families to discover life through the provision of school chaplaincy services, camps, community-based missions, schools ministry, and at-risk youth programs. SU Australia also offers nationally recognised training programs in youth work through the SU Institute of Training (RTO 30548).

SU Australia is part of the worldwide Scripture Union movement, a movement of Christians working with churches to make God's Good News known to children, young people, and families and to encourage people of all ages to meet God daily through Bible reading and prayer. (su.org.au)

SU Australia is a charitable 'limited by guarantee' not-for-profit organisation comprising more than 1,000 staff and thousands of volunteers, working with churches, and serving in communities in all states and territories across Australia.

All SU Australia staff and volunteers are empowered and equipped to champion a child safe culture and are committed to the highest standards of safety and care in our work with children, young people, and families.

Purpose of Role

As the Fundraising Administration Assistant, you will bring your strong administrative and communication skills to equip the Fundraising team and the broader Field teams to engage successfully with SU Australia's financial supports.

Working alongside the Group Manager Fundraising, you will be responsible for managing enquiries to the fundraising email address, processing bequests, thanking new donors, preparing lists of donors for the Fundraising team and the field to contact, assisting with setting up events, and RSVPs and creating emails for events.

From time to time, you may be required to assist putting together funding proposals for major supporters.

Key Relationships

Primary Internal Stakeholders	• Fundraising team • Field staff
Other Internal Stakeholders	• Mission Systems team • Finance team
External Stakeholders	• New-to-file supporters

Key Accountabilities	
Accountability areas	Responsibilities
1. Fundraising coordination	- Assist the Fundraising team with fundraising activities and planning - Assist individuals and estates that wish to give a gift in their will (bequests) - Coordinate field staff and office volunteers who assist with supporter care functions, such as milestone birthday cards and returned mail - Work with the Fundraising and Mission Systems team to develop reporting that helps the organisation reach its full fundraising potential - Assist in creating proposals for major supporters.
2. Fundraising administration	- Liaise regularly with the Finance team to ensure accurate receipt and allocation of funds received - Create and maintain processes and relevant documentation to assist stakeholders in submitting grant applications - Formulate and prepare reports on funding opportunities and fundraising activities - Assist donors with queries and changes to their CRM records
3. Event Assistance	- Setting up registration pages for events. - Managing RSVPs
4. Team contribution	- Contribute to the immediate team and the broader teams in SU - Participate in SU devotion activities including prayer retreats - Contribute at team meetings - Participate in wider organisation-based activities and learning opportunities - Demonstrate behaviour in line with a child safe culture - Comply with WHS requirements - Protect own health and safety - Protect the safety of others. Report hazards, risks and all incidents.

Qualifications and experience

- Tertiary qualifications (Bachelor level or higher) in Business, Communications, Commerce or similar fields are highly desirable.
- Minimum 2 years + experience in Not-for-Profit or charitable sector, preferably in fundraising or programs management.
- Experience with Salesforce is advantageous.

Competencies	
Competency areas	Definitions
Technical / Professional	• Proficiency with learning new software • Ideally, knowledge of Salesforce or similar customer database. • Ability to create spreadsheets, assemble information, and create reports.
Attention to detail	Accomplishing tasks, no matter how small, showing concern for all aspects of the job. Accurately checking processes and tasks. Ensuring others can rely on the accuracy of work completed by the incumbent.
Collaboration	Working effectively with others in the organisation (including fellow team members and people in other teams) to accomplish organisational goals and to identify and resolve problems.
Communication (verbal and written)	Using effective interpersonal skills to present ideas and views to individuals or groups (including nonverbal communication). Targeting presentations to the characteristics and needs of the audience (should the role require giving presentations). Expressing ideas clearly in any written format (memo, email, and letter) with correct spelling, grammar and structure.
Continuous improvement	Using initiative to identify and suggest improvements to processes and procedures. Analysing options for procedural improvements and documenting outcomes.
Customer service	Making efforts to listen to and understand stakeholders (both internal and external). Anticipating stakeholders' needs and giving high priority to stakeholder satisfaction.
Problem solving	Analysing problems effectively, evaluating alternative courses of action, exercising sound judgement and taking action in line with the level of authority of the role.
Self-management	Managing one's own wellbeing and workplace behaviour in order to contribute to a positive culture within SUA. This includes: • Maintaining and promoting social, ethical and organisational norms in line with a Christian ethos; • Taking actions that indicate a consideration for the feelings and needs of others; being aware of the impact of one's own behaviour; • Maintaining stable performance under pressure and managing one's own stress effectively; • Handling disappointment and/or rejection while maintaining effectiveness;

	• Demonstrating perseverance by staying with a plan of action until the desired objective is achieved or is no longer required; and • Being open to change and willing to adapt to new directions; adapting working style to blend with changes; and articulating workplace concerns in a respectful and constructive manner.
Teamwork	Active participation in team effectiveness. Taking actions that demonstrate consideration for the feelings and needs of others. Being aware of the effect of one's behaviour on others. Proactively developing relationships. Using appropriate interpersonal styles and methods to inspire, guide and persuade others toward goal achievement. Working independently to a high performance standard when required.
Time management	Organising one's own workload to prioritise tasks appropriately and meet deadlines. Adjusting personal work routines to complete tasks required by others when necessary. Considering other people's needs when determining the order of work to be completed. Being proactive.

Additional Requirements

SU Australia requires that the incumbent:

1. agree with, and agree to work under, the aims, beliefs and working principles of SU
2. be able to demonstrate a living and personal relationship with Jesus Christ
3. be able to show strong Christian character evidenced by servant leadership, valuing of people in general and marginalised people in particular
4. be a respectable member of a local Christian church we recognise
5. be in receipt of a current positive Working With Children Check for the purposes of child related employment
6. be willing to work under SU Australia's Conduct and Behaviour Standards

Developed by	Group Manager Fundraising
Approved By	People Services
Effective Date	May 2026