

Role Title:	Fundraising Coordinator
Department/ Team:	Engagement
Location:	This role can be undertaken anywhere in Australia provided you can access one of our capital city offices regularly when required.
Reports to:	Group Manager, Supporter Engagement

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 Coordinator, you love connecting people who have the capacity and heart to give with missional opportunities.

Working alongside the Group Manager, Supporter Engagement and Group CEO you will help to identify and connect with major donors. This will include individuals who want to leave a significant gift in their will and corporate partners. You are well versed with Constituent Relationship Management (CRM) systems and love communicating with donors and keep their records up to date with the correct details.

As the key coordinator of grants, you understand the needs of philanthropists and have a track record of successfully securing funding for projects. You are well versed at keeping positive relationships with funders and sponsors, through transparency in reporting and a standard of excellence in applications made. You enjoy collaborating with others and

coaching them through the process of managing a grant application and reporting to funders.

You believe that children and young people are precious and you will contribute to nurturing a culture and commitment to their safety within SU.

Key Relationships

Primary Internal Stakeholders	<ul style="list-style-type: none"> • Supporter Engagement team • Group CEO • CRM platform team • Finance department • Operations team
Other Internal Stakeholders	<ul style="list-style-type: none"> • Local Chaplaincy Committees • Office volunteers
External Stakeholders	<ul style="list-style-type: none"> • Private Ancillary Fund managers • Community funders and grant-makers • Corporations and businesses that we align with for sponsorship • Major donors

Key Accountabilities	
Accountability areas	Responsibilities
1. Fundraising coordination	<ul style="list-style-type: none"> • Work with the Group Manager, Supporter Engagement and Group CEO to identify and coordinate meetings with major donors • Communicating with supporters to discuss giving opportunities, answer their queries and pray for them • Assist the supporter engagement team with fundraising activities and planning • Assist individuals and estates that wish to give a gift in their will (bequests) • Coordinate office volunteers who assist with supporter care functions, such as milestone birthday cards and returned mail • Work with the CRM platform team to develop reporting that helps the organisation reach its full fundraising potential
2. Fundraising administration	<ul style="list-style-type: none"> • Liaise regularly with the Finance team to ensure accurate receipting and allocation of funds received • Create and maintain processes and relevant documentation, to assist stakeholders in submitting tender applications • Formulate and prepare reports on funding opportunities and fundraising activities • Assist donors with queries and changes to their CRM records
3. Sponsorship and grants development	<ul style="list-style-type: none"> • Preparing presentations for both grants and sponsorship proposals, either written, face to face or telephone • Developing a continuous pipeline of grant and sponsorship leads • Conduct research into potential funding opportunities using subscriber databases • Liaise with internal departments and external stakeholders to accurately assess project needs • Assess opportunities from funders against program objectives to determine if appropriate • Create and maintain a grants calendar and working documentation including details on projects that require funding, applicable grants, funder details and application deadlines • Communicate regularly with funders in their preferred format using reports and data on project achievements and outcomes • Coordinate, author, edit and submit grant applications in consultation with relevant stakeholders • Prepare and send out sponsorship contracts

4. Risk and compliance	<ul style="list-style-type: none"> • Understand and comply with obligations with the Health & Safety Policies, Guidelines & Procedures, particularly about reporting all hazards and incidents • Maintain a section free from discrimination in support of the Anti-Discrimination Act 1991, federal and state legislation and internal policy
5. Team contribution	<ul style="list-style-type: none"> • 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 and the Non Profit Success Pack is advantageous.

Competencies

Competency areas	Definitions
Technical / Professional	<ul style="list-style-type: none"> • Effective grant income management • Initiating and maintaining positive relationships with funders and major donors • High quality reporting to the organisation and stakeholders • Coordinating applications to maximise potential revenue
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 SU. This includes: <ul style="list-style-type: none"> • 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 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 Director, Engagement
Approved By	Group Manager, People Services
Effective Date	March 2023