

Fundraising & Communications Coordinator

Introduction:

We are looking to find a new member of our team who can help us in fundraising and communications. We long to see new churches started and healthy established churches & leaders across our nation.

This role involves collaborating with the Fundraising and Marketing teams to develop strategies, manage campaigns, and foster key relationships that will grow and support the expansion of the Reach Australia Network. If you have a heart for ministry, are skilled in fundraising or communication, and thrive in a fast-paced environment, this may be the perfect opportunity for you.

Loading:

There is potential for this role to be part-time or full-time based on the applicant and their experience.

Location:

We are a national Australia Network, with some remote work location opportunities. Our head office is located in the Sydney CBD, and this role has a preference for applicants who are able to be physically present in the Sydney office 2-3 times per week.

Job Description

1. POSITION DETAILS		
Position Title:	Fundraising & Communications Coordinator	Review Date:
Reports to:	Mobilise Director	October 2024

2. POSITION CONTEXT

<p>Organisational Overview</p>	<p>Reach Australia’s vision is to change Australian Christianity through a vibrant network that develops Christian leaders, supports church planters, and produces a new generation who can carry the work on. We want to see healthy, evangelistic, multiplying churches across Australia.</p> <p>This vision is carried out primarily through two purposes:</p> <ul style="list-style-type: none"> - PLANT (-2 to 5 years church planting): As a church planting network to see 300 new churches launched by 2030. Its vision is to see hundreds of new churches evangelised into existence across Australia. - GROW (5+ years revitalisation): Reach Australia provides consulting, coaching, and development cohorts to see transformative change in both church leaders and their teams. The goal is to see 750 church leaders and their teams developed by 2030. Its vision is to see a ‘thriving network of theologically driven, evangelistically urgent, spiritually vibrant, and practically skilled church leaders and their teams.’ 	
<p>Values</p>	<p>theologically deep</p>	<p>spiritually vibrant</p>
	<p>evangelistically urgent</p>	<p>practically skilled</p>
	<p>outwardly fruitful</p>	<p>pastorally wise</p>
<p>Position Purpose</p>	<p>The Fundraising & Communications Coordinator would work alongside the Fundraising Manager and Marketing Manager to create and coordinate projects to support the Reach Australia Network, including raising funds and stewarding supporter and church relationships. Reach Australia is an Australian Christian network dedicated to seeing thousands of healthy & growing churches all across Australia. We want to provide resources and updates which facilitate greater discipleship across the Australian church and see churches thinking biblically and practically about giving, whilst raising the funds necessary to maintain network activities and growth.</p> <p>The Fundraising & Communications Coordinator plays an important role in assisting with the strategy, messaging, execution and follow-up for Fundraising and communication projects.</p>	

	<p>The primary purpose of this position is to raise funds to support the Reach Australia Network to continue growing disciples in maturity and number.</p>
<p>Special conditions</p>	<ul style="list-style-type: none"> ● Some out of hours work is essential ● Flexible working arrangements is necessary for meetings, functions, events etc ● Current driver's licence is essential ● You will be required to enter into an annual performance agreement for the achievement of outcomes ● A personal Christian faith and willingness to work within a Christian organisation ● Only candidates with the right to work in Australia may apply for this position.
<p>3. PRIMARY OUTCOMES AND ACCOUNTABILITIES</p>	
<p>Key Responsibilities</p>	<p>Prayer & Supporter Engagement: Work alongside the Fundraising Manager to foster a deeper culture of prayer across the team and network, while also building and maintaining strong relationships with supporters through phone calls, events, and personalized engagement.</p> <p>Campaign Management & Execution: Support and execute fundraising campaigns, including strategy, copywriting, project management, and reporting. Ensure campaigns meet deadlines, stay on budget, and achieve year-on-year growth.</p> <p>Content Creation & Communications: Collaborate with the Marketing and Fundraising teams to develop and deliver clear, compelling content for various projects and campaigns. Maintain quality in all deliverables and ensure content aligns with Reach Australia's voice.</p> <p>Stakeholder Coordination & Quality Control: Liaise with internal and external stakeholders to meet project goals and deadlines. Ensure a high standard of quality for all materials, gathering feedback to continuously improve.</p> <p>Strategy & Reporting: Assist in developing campaign strategies, tracking performance during execution, and conducting post-campaign reviews to drive future improvements.</p>

Organisation Contribution	<ul style="list-style-type: none"> ● Ensuring a safe working environment at all times by maintaining effective work practices, adopting procedures and practices which comply with the OH&S Act and taking reasonable care to protect your own health and the health and safety of others. ● Complying with the organisation's commitment and implementation of employment practices and policies that ensure compliance with the Children's Protection Act 1993 and other relevant legislation. ● Participating in the organisation's strategic planning processes. ● Ensure confidentiality within the organisation by demonstrating an understanding of confidentiality and information security policies and procedures.
4. POSITION PROFILE	
Who You Are & Experience:	<ul style="list-style-type: none"> ● A mature Christian faith and active involvement in a Christian church ● Excellent interpersonal and communication skills ● Excellent written & oral skills ● Ability and confidence in conducting phone calls, particularly in relation to fundraising ● Ability to work on multiple projects at same time ● Ability to set goals and prioritise work tasks ● Ability to work in fast paced environment ● Creative problem solving skills ● Ability to work effectively in a team environment and achieve agreed objectives ● Ability to use initiative ● Ability to analyse information in a systematic fashion ● Ability to maintain confidentiality ● Experience in fundraising writing and strategy ● Experience in project/campaign management ● Experience in stakeholder management
Conditions	<p>Office hours are 9.00am to 5.00pm, although flexibility will be important in the role. A time-in-lieu system operates to compensate for out-of-hours work.</p>