

lutheranmedia.org.au
messagesofhope.org.au

Lutheran Media's mission is to multiply our reach and engagement through media with messages of hope in Jesus.

Position Description

Position title: Fundraising Coordinator
Line manager: Lutheran Media Manager
Location: Churchwide Office, Lutheran Church of Australia and New Zealand (LCANZ), Adelaide
FTE: 0.4-0.5
Award: SCHADS
Employment period: Permanent

Objective of Position

To assist Lutheran Media by developing and managing fundraising, supporter relationship pathways, and promotion.

Primary Responsibilities

The Fundraising Coordinator will assist and work with the Manager to develop, plan, manage and enact the fundraising plan, relationship pathways, and communication operations relating to supporters for Lutheran Media.

Key Duties

- Develop, manage, and enact fundraising plans and processes for donations including relationship and communication processes and donor programs such as bequests
- Manage donor pipeline from preacquisition through to acquisition, retention and growth
- Grow donor database and donation amounts
- Manage supporter related marketing and communication, processes and content including emails, letters, and newsletters
- Assist with the improvement of marketing and communication of Lutheran Media
- Analyse data and provide supporter related research findings to enhance and grow relationships
- Contribute to grant applications
- Manage fundraising appeals and events
- Liaise with supporters
- Assist with the fundraising budget
- Utilise the fundraising software, and manage donor webpages
- Participate in Lutheran Media meetings and relevant Lutheran Church of Australia and New Zealand (LCANZ) meetings
- May be required to work outside regular business hours at times by negotiation
- Provide admin support as required

Required Qualifications, Skills and Qualities

- Sound marketing, promotion and communication skills
- Ability to work in a team
- Ability to manage a budget
- A commitment to the Christian faith
- Sound oral and written presentation and promotional skills
- Sound interpersonal skills
- Organised and uses initiative
- Sound ICT skills including familiarity with Microsoft applications and environment

Desired Personal Qualities

- Strong fundraising experience
- Understanding of social needs and trends in Australia and New Zealand
- Understanding of social media and the media industry
- A special interest in gospel outreach through media
- Understanding of and commitment to Lutheran beliefs and practices
- Strong knowledge and experience of office procedures
- Willingness to learn and to develop required skills
- Knowledge of the operations of the LCANZ

General terms of appointment

- Willing to work in a Christian environment and uphold the values and teachings of the Lutheran Church of Australia and New Zealand
- Able and willing to work in the environment of the LCANZ and identify with and understand the needs of the Church
- Agree to abide by all LCANZ policies as applicable
- Observe and comply with the LCANZ Work, Health & Safety policies and procedures
- Complete and maintain LCANZ Safe Church level 1 training
- Maintain relevant Working with Children Check and a National Police Check
- Confidentiality regarding sensitive information is a requirement of the position