

**Job Title:** Fundraising Officer

**Reports to:** Chief Operating Officer (COO) and Communications Manager

**Hours:** Part-time with potential for full-time

**Location:** Sydney Office (and in the field)

**About the Organisation:**

At Al-Ayn, we are dedicated to providing orphaned children living in poverty with the resources and opportunities needed to overcome their challenging circumstances. We believe that when a child realises their potential, it not only transforms their future but also positively impacts their families, communities, and society as a whole. Our mission is driven by our core values of transparency, dignity and empowerment.

**Job Overview:**

Fundraising Officer is a core part of the Communications team. They are responsible for developing and managing campaigns that bring in donations from various sources and provide regular progress updates to the Australian team against targets and plans set. They perform several duties, such as identifying and interacting with potential donors and business, organising fundraising events, applying for grants and project manage national and regional teams of Fundraisers, stall attendants and volunteers.

**Key responsibilities:**

- Oversee and implement the organisation's fundraising strategy across Australian offices in the following areas:
  - Community engagement
  - Key supporter engagement and retention
  - Telephone fundraising
- Manage and build strong relationships with key stakeholders including organisations, community figures and professionals via on-site visits and scheduled meetings.
- Lead and manage Ramadan, Muharram and Winter campaigns with clear tasks and deadlines.
- Provide regular fundraising reports and progress updates on donations vs fundraising targets to senior management.
- Maintain and update donor data in Salesforce as a result of interactions and activities.
- Champion Salesforce and use it to pull fundraising data & MI to track performance and identify trends.
- Check in regularly with donors and supporters.
- Plan and host fundraising events and activities throughout the year.
- Manage a team of Fundraisers, Stall Attendants and Volunteers and delegate tasks.
- Responsible for all merchandise and marketing material distribution across Australia.
- Be innovative and support Communications Manager in developing and executing new strategies to engage with new communities and demographics.
- Lead in the training and development of fundraising and customer relationship practices across the team.
- Other office or fundraising tasks that may arise.

#### Additional Requirements:

- Bachelor's degree in Marketing, Communications, or a related field, or a minimum of two years' relevant experience in fundraising, sales, or a similar role.
- Excellent verbal communication and interpersonal skills, with the ability to engage and build trust with diverse stakeholders.
- Highly motivated, energetic, and results-driven, with the ability to work independently and as part of a team.
- Demonstrated integrity and professionalism, with a strong commitment to maintaining confidentiality and ethical standards.
- Flexibility of working outside working hours where relevant, e.g. campaigns.

#### Skills and Competencies:

Skill / Competency	Essential	Desirable
Strong communication skills and ability to build connections with community members and community centres	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strong attention to detail and accuracy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proactivity and self-motivation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to manage pressure and meet deadlines	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to prioritise tasks and manage competing demands	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to work effectively as part of a team	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strong organisational and time-management skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
High level of integrity and ability to maintain confidentiality	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Willingness to learn and adapt	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Problem-solving and analytical thinking	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience using CRM software (e.g. Salesforce)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Understanding of charitable donations (e.g. Khums, Sadaqa, Zakat)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Degree and/or qualifications in Communications, Sales or Marketing	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Experience working in a charity or not-for-profit environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*Al-Ayn is an equal opportunity employer and encourage applications from all backgrounds. We value diversity and are committed to providing a workplace free from discrimination in accordance with Fair Work and anti-discrimination legislation.*