

Position Description

Position Title:	Communications, Development and Fundraising Coordinator
Location:	Head Office: 24 Roslyn Street, Elizabeth Bay, NSW 2011 (with occasional travel to Arrupe Place in Parramatta) Sydney, Australia
Reports to:	JRS Australia Country Director
Remuneration:	To be negotiated
Conditions:	Fulltime (FTE 1.0) One year contract (with possibility of renewal)

ORGANISATIONAL BACKGROUND

Jesuit Refugee Service (JRS) is an international Catholic organisation with a mission to accompany, serve and defend the rights of refugees and forcibly displaced people. JRS works in situations of greatest need, where people are most vulnerable, where there are gaps in services and where partnerships can be formed to better serve people seeking safety.

In Australia, JRS works to uphold the rights of people who are in the process of seeking asylum and aims to support people to empower themselves, to live meaningful and dignified lives while feeling welcomed and connected to a more fair and just community.

As an independent, not-for-profit, non-government organisation JRS Australia undertakes the following activities:

- Supports and accompanies community-based people seeking asylum and refugees through a holistic programme of casework, financial assistance, community activities, food bank, English classes, an employment program, workshops and drop-in programs provided through Arrupe Place and JRS's Community Centre in Parramatta.
- Supports and accompanies people seeking asylum and refugees through the Arrupe Project, which includes temporary accommodation provided through the Blaiket Shelter.

- Supports and accompanies people seeking asylum who are held at detention facilities across Australia.
- Raises awareness with young people and others in the community through schools, community centres and other stakeholders about forced displacement, social justice, the situation of people seeking asylum in Australia, the barriers that they face, and ways to get involved.
- Undertakes research and advocacy with and on behalf of people seeking asylum and refugees in Australia in order to advise government and non-government organisations (NGOs) on policy and program responses.
- Supports JRS projects and activities overseas, for example through international advocacy and campaigns.

POSITION OVERVIEW

The Communications, Development and Fundraising Coordinator will be responsible for developing, coordinating and implementing JRS Australia's fundraising and communications strategy and supporting JRS' Director in all fundraising and communications-related actions in alignment with the mission of JRS in Australia.

The Communications, Development and Fundraising Coordinator will report to the Director of JRS Australia and work closely with the Policy & Advocacy Coordinator, the Manager of the Arrupe Project, the Schools Engagement Coordinator and other staff members and volunteers. This role is critical to the sustainability of the services and programs developed by JRS Australia and the effectiveness of our communications.

KEY TASKS AND RESPONSIBILITIES

Strategic responsibilities

- Work with the Director of JRS Australia to develop and implement JRS's fundraising and donor strategy.
- Work with the Director and other key personnel to develop and implement JRS's communications and media strategy, and promote the organisation's advocacy and communications objectives, through mainstream, online media and other channels
- Work with relevant colleagues to develop specific fundraising and communication initiatives and key messaging.
- Being responsible for generating target income through the development, management and evaluation of JRS' multi-channel fundraising strategy.
- Advise JRS' Director on fundraising opportunities and on communications opportunities and risks.

Writing and editing

- Write and develop JRS' fundraising appeals at key times through the year and develop special appeals and initiatives to respond to urgent needs and key opportunities as the need arises.
- Draft news articles, press releases and other communications resources, including Q&A documents and develop key messaging.
- Edit and proofread copy for, materials such as research reports, policy papers, pamphlets, and website material as agreed with JRS' Director and the Policy and Advocacy Coordinator.

- Draft and edit copy for, the organisation's quarterly newsletter (LINK), the Annual Report and other publications and liaise with designer and printer.

Relationship building

- Alongside with JRS' Director, coordinate JRS' relations with donors and build strong and active relationships with potential major donors and individual donors.
- Co-ordinate JRS' media relations, build strong and active relationships with journalists and broadcasters to increase JRS media profile and identify opportunities for media coverage of JRS' work.
- Map the potential of corporate fundraising and develop strong relationships with relevant stakeholders.
- Develop JRS' potential and ability to increase fundraising outcomes through bequests and proactively identify and create opportunities for increased giving through different means
- Communicate the mission, values and activities of JRS Australia to specific target groups, as well as to a wider audience.

Database management and digital fundraising

- Manage and coordinate JRS' donor database with the aim to increase JRS' donor base, maintain key donors and maximise its potential.
- Segment JRS' database effectively to engage with donors at the level required and to maximise fundraising outcomes.
- Develop effective and compelling digital fundraising initiatives.

Website and social media management

- Write and edit copy for JRS Australia's website, upload stories to the website and regularly update the site's content.
- Develop and grow JRS's social media profile and audience.
- Integrate communications objectives with fundraising and advocacy activities, working with colleagues.
- Assist with the development of creative content and online campaigns.
- Strengthen the JRS website as a tool for advocacy, fundraising and volunteer engagement.

Events management

- Lead the organisation and co-ordination of relevant events, working closely with others in the team.

Institutional funding and grant writing

- Work closely with the JRS Director to map institutional funders likely to fund JRS and develop a fundraising calendar.
- Work closely with the Director and the Arrupe Project Manager to develop high quality grant applications to target institutional donors.

Liaison and capacity building

- Liaise with other staff members and volunteers to raise their awareness about the importance of fundraising and how they could support efforts to achieve JRS' fundraising targets.
- Provide timely and relevant communications and fundraising advice on current issues.

- Assist with the design and delivery of basic communications and fundraising capacity building for JRS Australia staff

Philosophy, Mission and Values

- Understand and demonstrate the Mission and Values of JRS on a day-to-day basis; respect, hope, dignity, solidarity, hospitality, justice and participation.
- Adhere to the policies and procedures of JRS.
- Adhere to the JRS and the Australian Jesuit Province Code of Conduct.
- Behave in a culturally and linguistically sensitive manner that respects everyone regardless of their background, gender, sexuality, ethnicity, ability or any other ground.
- Provide and promote an environment of mutual respect, dignity and fairness – free from discrimination, harassment, victimisation, bullying and violence to ensure that acceptable standards of conduct are maintained at all times and take appropriate action if unacceptable conduct is observed.

Occupational Health and Safety

- Comply with the requirements of relevant Work, Health and Safety (or Occupational, Health and Safety) Acts and related procedures developed by the Mission and JRS.
- Work in a manner that considers duty of care for self and others and be safety conscious at all times.
- Report inappropriate behaviours which endanger self or others including bullying and other harassing behaviours / incidents.

Quality Assurance and Continuous Improvement

- Attend relevant meetings, workshops, conferences and training, as required.
- Become familiar with, and follow JRS and the Jesuit Province's quality and standard policies, procedures and management instructions.
- Be open to new ways of doing things that enhance working in an environment that is inclusive and that subscribes to the Ignatian way.
- Strive for continuous improvement in the quality system and work practices by being alert to opportunities for improvement.
- Maintain confidentiality in relation to clients, staff and volunteer issues and all JRS' programs.

SELECTION CRITERIA

Essential Requirements:

- Tertiary qualification in marketing, communications or relevant discipline.
- Solid communications and/or fundraising experience, including the development and implementation of a plan and a proven track record in achieving targets.
- Experience in work with major donors, event management and/or grant writing.
- Exceptional writing and communication skills in English and the ability to develop compelling content across multiple channels (appeals, social media, website, supporter communications)
- Proven ability to develop and maintain website content (preferably using WordPress) and to maintain and engage with audiences across social media platforms.

- Outstanding networking and relationship building skills and ability to engage positively with different stakeholders.
- Experience working collaboratively alongside a diverse team and a proven ability to integrate fundraising and communications objectives with, advocacy, campaigning and programmatic inputs.
- Capacity to manage competing deadlines, prioritise workload appropriately and work in a professional and flexible manner.
- Adherence to the mission and values of Jesuit Refugee Services and the Australian Jesuit Province.
- Commitment to human rights, equality and social change and a passion for the rights of people seeking asylum and refugees.
- Commitment to working within current Equal Employment opportunities (EEO), Work Health and Safety (WH&S), and child protection legislation.
- A current NSW Police record check and NSW working with children check or willingness to undertake one.

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Desirable:

- A good understanding of issues concerning people seeking asylum and refugees.
- Contacts with donors in Australia or established relations with various philanthropy stakeholders.
- Experienced design skills with use of Adobe suite, Illustrator, Photoshop and/or Canva.
- Experience with email marketing software such as MailChimp.

Application Process:

If you would like further information about the **Communications, Development and Fundraising Coordinator** position, please contact: Carolina Gottardo, JRS Australia Director on (02) 9356 3021 or carolina.gottardo@jrs.org.au

To apply, please address the selection criteria and send your response, along with your resume and a cover letter to: info@jrs.org.au **by Monday 3rd September 2018**. Interviews in the week commencing 17th September 2018

Or alternatively you are welcome to post your application to:

Jesuit Refugee Service
 Attn: Office Manager
 PO Box 522
 Kings Cross NSW 1340

Thank you for your interest in working with Jesuit Refugee Service Australia.