



## POSITION DESCRIPTION

<b>TITLE</b>	Communications and Fundraising Manager
<b>REPORTS TO</b>	CEO
<b>DIRECT REPORTS TO ROLE</b>	Volunteers
<b>BASIS</b>	2 days/week, flexible hours
<b>APPLY</b>	To <a href="mailto:lara@mustard.org.au">lara@mustard.org.au</a> with a covering letter <b>and</b> CV including three referees

### ABOUT MUSTARD

Mustard is an organisation that exists to transform lives through Jesus in schools. We do this through our Student Movement consisting of student-led Lunchtime Groups, and our Schools Programs that are aimed at exploring faith and life in big group presentations.

#### Mustard Student Movement

The Mustard Student Movement is a movement of young people committed to living out their faith at school. The primary expression of the Student Movement is through Lunchtime Groups, where communities of Christian students gather together weekly, explore ideas of faith and life, and encourage one another to live it out in action. Mustard recruits Student Leaders to run these Lunchtime Groups and then we empower, equip and encourage them to be leaders for Jesus in their schools.

#### Schools Programs

Mustard's Schools Programs are big group presentations which may be in the form of a chapel service, an extended presentation with discussion or a program that is integrated into a faith week. We take the cultural norms young people face today – from mental health to social media to identity and present them with a Christian world view. The goal is to

involve the Lunchtime Group from the school or other Christians, so that students have a Christian connection in the school after the program is over.

## **ABOUT THE POSITION**

This position is responsible for:

- Leading the strategy development, production and delivery of all fundraising and communication initiatives; and
- managing the operational tasks associated with the organisation's technology, website and donor management.

## **KEY RESPONSIBILITIES**

### **Vision & Strategy**

- Oversee the development, implementation and review of Mustard's fundraising vision & strategy
- Oversee the development, implementation and review of Mustard's communications vision & strategy for all existing and prospective stakeholders

### **Team Leadership**

- Be the team leader in the organisation for all fundraising, technology and communications aspects
- Lead and train volunteers and staff to assist in fundraising, communications and administrative functions

### **Primary Tasks**

- Design key fundraising events including a June appeal and peer-to-peer fundraiser, to maximise donations from a diverse range of donors
- Create engagement strategies for existing and potential donors, including regular prayer updates, emails and social media
- Edit and copywrite written content to suit project design and strategy
- Oversee the content and design of the Mustard website and campaign websites
- Cultivate and manage church partnerships, including attendance at church services from time to time
- Oversee the implementation and management of SupporterHub (CRM system) to maximise communication efficiency and inform strategy
- Oversee the administrative functions of the office

## **KEY SELECTION CRITERIA:**

- A passion for following Jesus and seeing the growth of His Kingdom amongst youth
- Experience in communications and fundraising
- Ability to think strategically and to plan, implement and review processes
- Highly organised, the ability to manage numerous projects at once and be self-motivated
- Strong interpersonal skills and leadership capabilities

## Desired Skills

- Web design and management skills
- Experience with Microsoft suite and SharePoint

## OTHER INFORMATION:

The successful applicant will need a current Working with Children Check.

The applicant must also sign Mustard's Code of Conduct.