



Position Description

Campaigns Administrator

Reporting to:	Director, Development & Fundraising Office
Department:	Development & Fundraising Office
Location:	38 Renwick St, Leichardt
Employment Status:	Full-Time
Modern Award Coverage and Classification:	Clerks – Private Sector Award 2020 – Level 3

The Position:	<p>The primary purpose of the Campaigns Administrator is to provide administrative and donor support for major fundraising campaigns that the Development & Fundraising Office (DFO) is responsible for.</p> <p>The DFO's main purpose is to raise funds and awareness for the charitable entities of the Catholic Archdiocese of Sydney (CAS), leading on fundraising, philanthropy, marketing and corporate partnerships. Charitable initiatives of CAS include:</p> <ul style="list-style-type: none"> • Charitable Works Fund (CWF) • Priests' Retirement Foundation (PRF) • St Mary's Cathedral (SMC) • Seminary of the Good Shepherd • Sydney Catholic Business Network (SCBN) • Sponsorship for Archdiocese events • SMC Advancement Campaign • International Eucharistic Congress (IEC) 2028.
Responsibilities:	<p>The Campaigns Administrator is accountable for the following:</p> <ul style="list-style-type: none"> • Provide administrative support for major campaigns, including correspondence, scheduling, database management, and donor tracking. • Assist with the coordination and delivery of campaign events, receptions, and meetings. • Support preparation of campaign materials such as briefings, proposals, presentations, and donor communications. • Maintain accurate records in the CRM/database and assist with gift processing and donor acknowledgements. • Undertake timely and efficient donor processing, acknowledging and receipting. • Conduct background research on prospects, donors, and corporate partners. • Liaise with internal stakeholders, volunteers, and Cathedral staff to ensure smooth campaign operations.

- Provide on-the-day support for campaign functions, meetings and community engagement activities.
- Assist in maintaining campaign budgets and monitoring expenses.
- Support digital and social media updates related to campaign communications.
- Other duties as requested from time to time

Inter-relationships: The Campaigns Administrator interacts with the following internal and external groups:

- Major Donors and Sponsors
- Chancery team
- St Mary's Cathedral team
- IEC 2028 team
- Parishes and agencies
- Consultants and contractors
- Other external bodies

Qualifications and Experience: The ideal Campaigns Administrator will have:

- 2–4 years' experience in fundraising, communications, events, or related administrative roles
- Proficient in Microsoft Office and CRM/database systems (Raisers Edge or similar)
- Ability to work autonomously in a self-directed role, while also collaborating with other agencies
- Current driver's licence
- Demonstrated commitment to the ethos and values of the Catholic Church
- Demonstrated knowledge of, or experience in modern slavery risk management or a willingness to learn

Attributes: The Campaigns Administrator will demonstrate the following attributes:

- Professional manner and presentation
- Good people skills
- Attention to detail and a well ordered approach to work
- Good communication skills
- Proactive approach and a commitment to do whatever is necessary to ensure deadlines are met
- Confident in managing multiple tasks and deadlines in a busy environment.
- A commitment to complying with the Archdiocese's modern slavery risk management obligations and initiatives obligations as required

Performance
Management:

The performance of the (insert position title) will be assessed on a regular basis having regard to:

- Their performance on the key responsibilities and attributes for this role
- Their ability to develop and maintain relationships with Chancery staff, parishes, agencies and other stakeholders
- Service levels and the level of satisfaction expressed by key stakeholders

The Archdiocese is wholly committed to ensuring the safety, well-being and dignity of all children and adults at risk, and acknowledges its important legal, moral and spiritual responsibility to create a safe and nurturing environment for those children and adults at risk. The Archdiocese has a zero-tolerance approach to child abuse. Staff are encouraged to read the [Archdiocese Commitment Statement and Safeguarding Policy](#)

Additionally, the Archdiocese is committed to continuous improvement to assess and address the risk of modern slavery in its operations and supply chains and to report annually on these actions in the form of a Modern Slavery Statement.