Job Title:	Events and Fundraising Officer	**Job Category:**	Full Time
Department/Area:	Engagement	**Travel Required:**	Occasional
Reporting to:	Communications and Engagement Manager	**Salary Packaging:**	Yes
Location:	Head Office	**Direct Reports:**	Nil

Role and Responsibilities

Reporting to the Communications and Engagement Manager, the Events and Fundraising Officer plans and delivers YouthCARE's events calendar and supports fundraising campaigns and donor communications that inspire generosity and deepen connection to YouthCARE's mission.

The Events and Fundraising Officer is a versatile member of a collaborative marketing and communications team, and works flexibly across events, fundraising, content and marketing tasks as priorities require, bringing an allrounder approach that supports the team's broader work.

Fundraising and Events Values and Mission Alignment

- Ensure events and donor communications reflect and strengthen YouthCARE's Christian mission, vision and values, helping guests, donors and supporters understand and connect with the organisation's heart for young people.
- Approach events and fundraising work with integrity, professionalism and care, consistent with the culture and values of YouthCARE.
- Be respectful and supportive of YouthCARE's Christian identity in all events and donor engagement.

Events Delivery

- Plan and deliver YouthCARE's events calendar, including fundraising events, church engagement events, staff events and stakeholder functions, within the strategy and direction set by the Communications and Engagement Manager.
- Work cross-functionally with internal teams across YouthCARE, including School Services, People and Operations and other departments, to align events with organisational priorities and ensure the right stakeholders are informed and involved.
- Build and maintain relationships with external partners, including churches, schools, sponsors, venues and community organisations, to support the planning and delivery of events.
- Manage event logistics end to end: venues, suppliers, catering, run sheets, invitations, registrations and on-the-day delivery.
- Ensure every event has a clear objective, a defined audience and a measurable outcome, and coordinate post-event evaluation.
- Manage event budgets within agreed limits, tracking costs and reporting on return on investment.
- Coordinate volunteers, suppliers and contractors involved in event delivery, ensuring a professional and well-run experience for guests and stakeholders.

Fundraising and Donor Communications

- Partner with the Communications and Engagement Manager to deliver fundraising campaigns and appeals, taking day-to-day ownership of execution so campaigns inspire generosity and deepen donor connection to YouthCARE's mission.
- Write and produce donor communications and stewardship materials, including acknowledgements, impact updates and appeals, within the direction and standards set by the Communications and Engagement Manager, ensuring they are personalised, mission-focused and on-brand.
- Drive the regular giving program day to day, identifying and converting one-off donors to regular supporters through timely, well-considered communications and follow-up.
- Build and maintain relationships with individual donors, community groups and supporters, providing a genuine point of connection between YouthCARE and its supporter base.
- Maintain accurate donor and supporter records in YouthCARE's CRM, ensuring data supports effective stewardship, segmentation and reporting.
- Track and report on fundraising campaign performance against targets, giving the Communications and Engagement Manager timely, accurate insight to inform decisions.
- Work with the Communications and Engagement Manager and the Finance team to ensure donor communications align with CRM data and financial reporting requirements.

Marketing and Communications Support

- Work flexibly across the marketing and communications team, contributing to content, campaigns and communications tasks as priorities require.
- Support the Senior Graphic Designer and Resource Development Officer with event-related collateral, photography and on-the-ground content capture.
- Support the Content and Communications Officer with content creation, social media and campaign delivery where capacity allows.
- Contribute ideas and support to broader marketing and communications projects, bringing an adaptable, team-first approach to the team's work.

General

- Contributes to the development and improvement of the performance of the organisation.
- Upholds the Vision, Mission and Values of the organisation.
- YouthCARE upholds and promotes Child Safe policies and procedures.

Key Performance Indicators

Fundraising and Events Values and Mission Alignment

- Events and donor engagement are consistently recognised by stakeholders as reflecting YouthCARE's mission, vision and values.

Events Delivery

- Events delivered on time, on budget and with clear objectives met; post-event evaluation completed.
- Participant and stakeholder feedback scores for key events at or above target.

Fundraising and Donor Communications

- Fundraising campaign and appeal income achieved against agreed targets, with performance tracked and reported accurately throughout each campaign.
- Donor communications delivered on schedule, accurately and to a high standard; positive donor feedback.
- CRM data kept accurate and current, supporting reliable reporting and stewardship.
- Year-on-year growth in regular giving conversions and donor retention, with strong, genuine relationships evident across the supporter base.

Marketing and Communications Support

- Positive feedback from the team on flexibility, reliability and contribution to broader marketing and communications work.

Selection Criteria

Essential

- Demonstrated experience planning and delivering events, ideally including fundraising or community events.
- Demonstrated experience delivering fundraising campaigns, appeals or donor communications, including building relationships with individual donors or supporters.
- Strong organisational skills, with the ability to manage multiple events and deadlines concurrently.
- Excellent written communication skills, with the ability to produce donor-facing and promotional content.
- A flexible, team-first approach, with willingness to support broader marketing and communications tasks as needed.
- Experience using a CRM or donor database, or ability to learn quickly.
- Support for the Christian mission and vision of YouthCARE.
- Current Working with Children Check and NCCHC clearance, or ability to obtain.
- Current valid driver's licence and willingness to travel occasionally for events.

Desirable

- Experience in a not-for-profit, faith-based or community services context.
- Experience with content creation, social media or basic design tools.
- Experience with regular giving or donor retention programs.
- Event management or hospitality qualifications.

Reviewed By:		**Date:**	
Approved By:		**Date:**	