



OzHarvest | Job Description

Your Position Title:	Regular Giving Executive
Your Department:	Impact
You'll Report to:	Head of Impact
Classification :	Full-time
Headcount or Hrs/wk :	38 hours per week
Date :	December 2020

Your Key Relationships

You'll be part of the collaborative OzHarvest team, which includes Head of Impact, Fundraising Team, OzHarvest M-Team (including, Head of Marketing & Communications, OzHarvest State Managers, OzHarvest Staff & Volunteers

You'll also work with external stake holders including Donors, third party suppliers

What we're about

Our purpose is to Nourish our Country. Through food rescue, education, community engagement and innovation. As an organisation we are connected by four key values:

Connected by a cause: We are a magnet for magnificent people, connected by a common purpose. This mission of ours is contagious. It will take all of us, every day, every way. Our cause comes to life with every single one of us.

Nourish & Grow: We're creating a culture of giving. When we grow ourselves, we grow each other and nourish others. When we nourish others, we ourselves grow. Not just in times of vulnerability, but as we thrive.

Boldly Courageous: We speak and act boldly for the change that needs to happen. We embrace every challenge with optimism, dignity and respect.

With Gratitude: We are grateful. Always. To each other. To the people we serve. To the people who give so generously. For the work we do, and the work to be done.

About the role

- Implement and manage the Regular Giving Strategy to increase revenue
- Expand the number of appeal and high-level donors becoming regular givers
- Ensure a donor journey to deepen donor connection to OzHarvest

Key Duties & Responsibilities

- In conjunction with Individual Giving Lead and Head of Impact, develop and implement a strategy to acquire, retain and upgrade regular givers across a range of channels.
- Draft and produce Regular Giving resources including those required for direct mail appeals, e-appeals and telephone campaigns.



- Manage a donor journey and communications plan for all regular giving channels to enhance engagement and commitment by donors.
- Set, monitor and report on targets across the regular giving program - including ongoing tracking of income and expenditure against budgets.
- Work closely with the Development Services role to create reports and dashboards that will measure key regular giving metrics, analyse results and identify trends
- In conjunction with Individual Giving Lead, develop and deliver stewardship protocols for regular giving donors

Personal Specifications
<p>Qualifications</p> <ul style="list-style-type: none"> • Qualification in marketing or communications • A background in Individual Giving • Experience coordinating regular giving campaigns/strategies • A sound understanding of the processes involved in producing fundraising communications across a range of media • Experience liaising with 3rd party suppliers • A good understanding of databases, data segmentation and creative targeting techniques
<p>Skills, Knowledge & Experience</p> <ul style="list-style-type: none"> • Superior project management skills • Demonstrated success in target driven time critical projects • Demonstrated internal and external stakeholder management skills • Exceptional communication skills • Strong analytical skills and database proficiency
<p>Personal Abilities and Aptitudes</p> <ul style="list-style-type: none"> • Creative and innovative with strong attention to detail and an adaptable approach • Results driven • Good customer service ethic
Employee Acknowledgement
<p>I acknowledge that I have read and understand the above Job Description and agree to carry out all duties as described to the performance standards required, adhering to the policies listed below.</p>
<p>Employees Name: _____</p>
<p>Signature: _____ Date: _____</p>

OzHarvest Policies that apply to this role:

- COVID-19 Policy
- Code of Conduct Policy
- Employment policy
- WHS Policy
- Leave Policy
- Flexible Work Arrangements Policy
- Communications Policy