

# REGULAR GIVING SUPERVISOR



Building capacity in young people across Australia to lead, demand and create a more just world is one of Oaktree's three key impact areas. Engaging with communities across Australia is one of the core ways we achieve this. We create programs and volunteering experiences that allow young people to realise their potential and see just what they're capable of. The Community Engagement team is responsible for leading our work that engages with communities across Australia. This includes our fundraising and grassroots campaigning, digital communications and managing partnerships with external people who support our work.

A vital team within the Community Engagement portfolio is our Regular Giving team. Regular Giving is one of Oaktree's important initiatives to raise funds. Our goal this year is to maintain our Regular Giving monthly donorship program. If you love having meaningful conversations and being driven by targets, you're exactly who we're looking for.

### As Regular Giving Supervisor, a typical day might look like:

- Developing the Regular Giving Strategy alongside the Head of Community Engagement
- Updating the Regular Giving conversation script as needed
- Jumping on the phones to convert potential Regular Giving donors
- Talking to existing and lapsed donors, with the goal of re-converting them
- Sitting within a Communications team brainstorm to develop the donors' supporter journey
- Track and record performance of the Regular Giving portfolio with the assistance of the data and finance team

### Who we are looking for:

- A great communicator with the ability to confidently talk about Oaktree in a friendly and relaxed manner, and ask for donations
- Someone who doesn't mind working to KPIs

- Trustworthy, reliable and able to work independently
- Detail oriented
- Strategic thinker
- Interested or knowledgeable about International Development & Community-based programs
- Ideal: fundraising / phone banking / CRM experience

***We value will over skill, determination over degrees, and passion over years of experience. So go for it. Put your name forward!***

### What you will get out of it:

- Play an important role in the financial growth and sustainability of a non-profit organisation
- Training opportunities in communication and public speaking skills
- Expand your professional network
- Have your opinions challenged, and your perspective broadened

**TIME COMMITMENT:** 4 hours a week | This is a **paid** position

**REPORTS TO:** Claire Neo | Head of Community Engagement

**FOR QUESTIONS:** [c.neo@oaktree.org](mailto:c.neo@oaktree.org)

**APPLICATIONS CLOSE:** Monday 3rd of June 2019

### APPLY AT:

<https://oaktreeorg.typeform.com/to/q5SKNv>