



The Society for Promoting Christian Knowledge Australia trading as SparkLit
Where the gospel is preached books are needed

Fundraising and Events Manager

Position title: Fundraising and Events Manager
Job type: 0.8 Fte, 30 Hours per week, negotiable
Effective date: Negotiable
Reports to: SparkLit National Director
Contract: Two year contract; 6 month probation; annual reviews.
Salary scale: Available upon request.

SparkLit is a small, Christian, not-for-profit mission organisation. We seek to advance God's kingdom by empowering Christian writers, publishers and distributors around the world. We make Christian books available, accessible and affordable where commitment is strong but support and resources are scarce. We exercise a ministry of encouragement. We nurture emerging publishers and distributors. We encourage local initiative and kindle sustainable enterprises. We equip publishing professionals. We invest in promising writers, editors and designers so they can produce gospel resources that equip and encourage the local church. We believe that where the gospel is preached books are needed.

Working beside the National Director and administration support, you would be a great asset to SparkLit if you:

- Enjoy forming and maintaining relationships and building a team;
- Have exceptional written and oral communication skills;
- Demonstrate confidence, strong personal presentation skills and the ability to liaise at all community levels;
- Are a motivated and outcomes-focused fundraiser, delivering a high quality and multi-channel fundraising program;
- Are a person-focused project manager and work well with a team.
- Show outstanding organisational skills, a strong ability to prioritise competing demands and the ability to manage multiple deadlines;
- Like project and event management;
- Enjoy a good book.

The SparkLit Fundraising and Events Manager is a new position and will generate funds for SparkLit's operations and projects by promoting SparkLit and championing its ministry within the Australian church.

Reporting to the National Director, you will have oversight of SparkLit's fundraising streams including individual giving, appeals, major donors and grant applications. By growing our present fundraising strategy, you will plan, implement and execute direct mail and digital campaigns, supporter

communications and impact reports. To maximise income and results, you will drive growth, engagement and performance through building key relationships, creative acquisition and retention strategies, database management and excellent donor stewardship. This will be communicated via monthly internal reporting and quarterly board reporting.

You will project manage and deliver SparkLit's principal annual event, the SparkLit Awards Night. During this event we announce the Australian Christian Book of the Year and results of the Young Australian Christian Writer and Australian Christian Teen Writer Awards. To maximise the impact of the awards, you will maintain and grow relationships with the Australian writers and publishers, and oversee the administration of the awards process.

Selection Criteria

Fundraising Own the development of SparkLit's fundraising with the goal of increasing annual donations.

Pursue strategies to deepen existing links and develop new donor relationships with individuals, churches and organisations.

Secure new grant and foundation funding, and manage current funding relationships.

Grow funding in a way that is sustainable and in line with SparkLit's values and communications strategy.

Develop and sustain an ongoing strategy to increase bequests and major donations.

Provide operational support for marketing and fundraising activities.

Effectively manage donor information on SparkLit's CRM.

Projects Manage and deliver the SparkLit Awards Night.

Maintain and grow relationships with Australian Christian publishing organisations and individuals.

Administer the awards, working with the SparkLit award judges.

Deliver an annual awards event to an exceptional standard.

Increase engagement with our audience; including publishers, writers, designers, readers and supporters.

Essential An active Christian faith and alignment with the Statement of Faith of SparkLit.

Excellent interpersonal and liaison skills.

Ability to develop new and existing partnerships.

Significant experience in fundraising.

Significant experience in events and project management.

Strong leadership and management skills, and the ability to work well in a team.

Strong skills in using office software and CRMs.

Capacity to develop and drive strategy.

A valid WWCC.

Desirable

Cross-cultural experience.

A knowledge of the Australian or other publishing industries.

Tertiary qualification in fundraising, business, communications or project management.

Qualities

Visionary, active and godly leader.

Relational and a team player.

High capacity to deal with a wide range of issues and competing demands.

Strong initiative and self-motivation.

Enquiries and Application

If you would like to discuss this role, please contact Michael Collie, National Director: michael.collie@sparklit.org

To apply, please send a copy of your CV and a letter outlining your qualifications for the role to: admin@sparklit.org

Applications close Friday 30 June.