

POSITION DESCRIPTION

Position Title	Philanthropy Coordinator		
Location	Richmond Victoria		
Reports to	Philanthropy Manager	Employment	Part time (.6-.8 FTE)
Department	Marketing and Fundraising	Direct Reports	N/A
	SUPERVISOR/MANAGER	HR	
SIGNED			
DATE	20/8/2020		
Position Purpose:	The role of Philanthropy Coordinator is new to RFDS Victoria and will form an integral part of the philanthropy team, responsible for supporting the strategic initiatives of Philanthropy Manager. The role will be varied including a high level of precise written communication, desktop research of the donor database, drafting of trust and foundation proposals and executing estate administration. As part of a small team, the position will be very hands-on and flexible, requiring a high level of accuracy and an ability to manage time effectively. The role requires a passion for donor care and the philanthropic sector.		
Position Tasks and Responsibilities:	<ul style="list-style-type: none">• Work with the philanthropy team to complete administration tasks, including a range of written and verbal communication• Assist with research to identify major and mid-level donors• Liaise with the primary health team to source relevant information for funding opportunities and write trust and foundation applications• Collate funding opportunities and update ‘case for support’ documents tailored to specific major donor interests• Coordinate the acquittal process including the development of donor impact statements• Ensure donor database is maintained to achieve a high standard of relationship management• Estate administration; liaising with executors, filing of paperwork, and stewardship activities such as writing thank you cards to relatives & friends of gift in will donors		

Working Relationships:	<p>External</p> <ul style="list-style-type: none"> • Supporters, donors, lawyers and executors • Suppliers and contractors • Interstate RFDS philanthropy teams <p>Internal</p> <ul style="list-style-type: none"> • RFDS Vic Marketing and Fundraising Team • RFDS Primary Health & Corporate Services Teams • RFDS staff members • RFDS Richmond office volunteers 								
Key Performance Indicators:	<table border="1"> <thead> <tr> <th data-bbox="492 724 834 766">KPI</th><th data-bbox="834 724 1448 766">Measure</th></tr> </thead> <tbody> <tr> <td data-bbox="492 766 834 1514"> Supporting Philanthropy Manager </td><td data-bbox="834 766 1448 1514"> <ul style="list-style-type: none"> • Researching RFDS current and prospective major donors • Writing proposals & acquittals specific to major donor requirements • Engaging with RFDS health team to complete donor and trust grant applications & acquittals • Engaging with the communications team to produce professional content for donors • Drafting of applicable trusts & foundation applications and acquittal reports • Liaising with executors of estates where RFDS is a beneficiary • Ensure donor database is maintained to achieve a precise and accurate records </td></tr> <tr> <td data-bbox="492 1514 834 1671"> Stakeholder Relations: </td><td data-bbox="834 1514 1448 1671"> Engage and work with a variety of stakeholders including donors, staff and external agencies </td></tr> <tr> <td data-bbox="492 1671 834 1854"> Team Contribution and Organisational Culture: </td><td data-bbox="834 1671 1448 1854"> Actively contribute to a collaborative team and organisational culture through full participation in meetings, donor events and organisational projects </td></tr> </tbody> </table>	KPI	Measure	Supporting Philanthropy Manager	<ul style="list-style-type: none"> • Researching RFDS current and prospective major donors • Writing proposals & acquittals specific to major donor requirements • Engaging with RFDS health team to complete donor and trust grant applications & acquittals • Engaging with the communications team to produce professional content for donors • Drafting of applicable trusts & foundation applications and acquittal reports • Liaising with executors of estates where RFDS is a beneficiary • Ensure donor database is maintained to achieve a precise and accurate records 	Stakeholder Relations:	Engage and work with a variety of stakeholders including donors, staff and external agencies	Team Contribution and Organisational Culture:	Actively contribute to a collaborative team and organisational culture through full participation in meetings, donor events and organisational projects
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	Financial Management & Reporting:	Maintain a high level of record keeping and report on fundraising activities utilising donor database (Raiser's Edge) to track and manage relationships and income.	
Qualifications and Experience:	<ol style="list-style-type: none"> 1. A minimum of 5 years' experience in a similar role 2. A background in communication, fundraising/philanthropy, administration or research would be beneficial 3. Experience in working in a not for profit organisation is an advantage 		
Skills, knowledge, mandatory requirements and competencies:	<ol style="list-style-type: none"> 1. Excellent interpersonal and communication skills are essential 2. Ability to draft compelling donor proposals and patient stories to support the solicitation of large gifts 3. Demonstrated understanding of donor data to tailor communications and drive response 4. A professional and resourceful style with the ability to work independently and as a team player, to take initiative and manage multiple tasks 4. Experience in using Raiser's Edge or similar donor database / CRM system is an advantage 		
Workplace Health and Safety	<ul style="list-style-type: none"> • Take reasonable care for own health and safety • Take reasonable care for the health and safety of others including the implementation of risk control measure within their control to prevent injuries or illnesses • Comply with all reasonable instruction to safeguard their health and safety • Cooperate with any reasonable RFDS policies and/or procedures including the reporting of OH&S hazards or incidents 		
Code of Conduct and Organisational Values	<p>All Royal Flying Doctor Service of Victoria employees are mutually responsible for the success of the organisation.</p> <p>The organisation is committed to creating an environment in which all employees can realise their full potential. In return all RFDS Victoria employees are expected to make contributions that positively impact our supporters, our patients, our communities, our business and each other.</p> <p>This includes:</p> <ul style="list-style-type: none"> • conduct to the highest degree of ethics and integrity • creative thinking and openness to new challenges • appreciating diversity in the workplace and treating everyone with courtesy and respect 		

	<ul style="list-style-type: none">• effective communication, which is open and honest• modelling best practice and leadership <p>Our organisational values are detailed in the 'Vision 2020' Document and our Induction Handbook.</p>
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