



LUNG FOUNDATION

AUSTRALIA

"When you can't breathe... nothing else matters"TM

POSITION DESCRIPTION

Position Title:	Philanthropy Coordinator
Location:	Sydney CBD.
Employment Status:	Permanent Part Time (0.5 FTE)
Reporting Relationship:	Fundraising Manager
Direct Reports:	None
Date:	April 2016

SECTION 1

THE LUNG FOUNDATION MISSION

Lung Foundation Australia's (LFA) mission is to ensure lung health is a priority for all in Australia by:

- raising funds for medical and scientific research;
- reducing the emotional and financial burden of lung disease in the community through patient and carer support;
- educating the community in lung health and early detection of lung disease; and
- influencing public policy.

THE LFA ENVIRONMENT

The LFA Sydney office is housed in the office of the Thoracic Society of Australia & New Zealand office in the Sydney CBD. The LFA Fundraising Manager is located in the office as will this role. The Sydney office is supported by the LFA National Office which includes approximately 21 professional staff supported by a team of dedicated volunteers.

SECTION 2

POSITION SUMMARY

The Philanthropy Coordinator will be a key driver of sustainable revenue generation and relationship management to support funding for research initiatives. The primary role will be sourcing funding through national trusts and foundations and cultivate philanthropic relationships with key granting bodies as a source of funding to support the mission and work of Lung Foundation Australia and our Lungs for Life joint research programme.

The Philanthropy Coordinator will also support the Fundraising Manager in implementing and coordinating all key organizational activities related to philanthropic fundraising.

This is a new and exciting opportunity and pivotal to the strategic growth of the organisation.

ABOUT LUNGS FOR LIFE RESEARCH PROGRAMME

Lung Foundation Australia has collaborated with the Thoracic Society of Australia and New Zealand on a new research programme called Lungs for Life. This program's main aim is to jointly raise significant funds to support research into respiratory disease in Australia.

KEY AREAS OF RESPONSIBILITY AND PERFORMANCE INDICATORS

Key Areas of Responsibility	Performance Indicators
Philanthropy Coordination	<ul style="list-style-type: none"> • Develop a database through research of relevant national philanthropic granting bodies including Trusts & Foundations and Private Ancillary Funds. • Conducting prospect research to identify new funding opportunities. • Develop, implement and manage a strategy for approaching Trusts and Foundations. • Establishing and maintaining personal contact and relationships with Trust & Foundations contacts and program officers • Persuasively communicating the organisation's and programmes mission to potential funders. • Coordinating initial high level expression of interest meetings between the research program committee, subject matter experts and the philanthropic bodies. • Assisting with the assembling and submitting funding proposals and supporting materials. • Maintaining grants management calendar to ensure timely submission of letters of inquiry, proposal deadlines and reports. • Working closely with the Fundraising Manager and Research Co-ordinator to execute a strategic fundraising plan in order to meet goals and build long-term financial stability to the research programme.
Database Administration	<ul style="list-style-type: none"> • Utilise the fundraising and CRM database to ensure the status of funding/grant submissions is tracked accurately at all times, together with all documentation • General database administration as required
Adhoc duties	<ul style="list-style-type: none"> • Contributing as needed to overall fundraising objectives. Activities may include: event coordination, special communications projects, and database management.

SECTION 3

PERSONAL ATTRIBUTES

You will need to have the following:

- Experience in building partnerships with trusts & foundations and other key stakeholders
- Consistent attention to detail, clarity, and organization.
- Self-motivated and highly organized,
- Strong track record of achieving income growth targets within set timeframes and with limited resources, including writing and winning impact funding grants
- Exceptional commitment to high quality and accuracy in all written communications.
- Demonstrated ability to strategically plan and prioritise, including the ability to meet accountability and reporting requirements
- Strong interpersonal skills and demonstrated ability to liaise and build relationships with diverse stakeholder groups.
- Familiarity with current and evolving trends and best practices in philanthropy.
- Proficient in MSOffice and demonstrated database experience (Salesforce preferred).
- Tertiary qualifications in philanthropy or a business related area.

SECTION 4

REPORTING RELATIONSHIPS

This position reports to the Fundraising Manager. This position will also work with the Events Coordinator and the TSANZ Research Coordinator with respect to the Lungs 4 Life Research Programme.

EXTERNAL RELATIONSHIPS

The Fundraising team maintains and further develops relationships that aid in the procurement of fundraising and research funding and this means that this position will be communicating with patients, carers, health professionals, funding bodies, and other relevant organisations to support Lung Foundation Australia with its fundraising and research programme objectives.

SECTION 5

PERFORMANCE APPRAISALS

Performance review and career development discussions take place annually with the Fundraising Manager.

SECTION 6

ACCEPTANCE OF POSITION DESCRIPTION

This position description is intended to describe the general nature of the duties performed. It is not intended to be a complete list of all responsibilities, duties and skills required of the position. Other appropriate duties may be assigned that are not listed in the position description.

My signature below indicates that I have reviewed, accepted, and received a copy of this position description and accept the offer of employment on the terms and conditions as detailed in this Agreement and the duties as detailed in the Position Description.

Philanthropy Coordinator

Date

Mary Bishop
Fundraising Manager

Date