



<b>Position Title:</b>	Philanthropy Coordinator
<b>Reporting to:</b>	Philanthropy Lead
<b>Team/Department:</b>	Philanthropy
<b>Location:</b>	Based in Melbourne or Sydney Action Centre. The role may involve interstate travel
<b>Hours:</b>	75 hours per fortnight
<b>Grade:</b>	Level 4
<b>Effective Date:</b>	31 May 2019
<b>Position Overview:</b>	Play a key role in the Philanthropy Team for the world's leading human rights charity and work towards meeting our bold vision. This role is responsible for: maintaining a pipeline of current and prospective donors, leading on proposal development to Trusts and Foundations to achieve annual income targets, supporting major donor fundraising events and for creating targeted fundraising materials and products.
<b>Main Responsibilities:</b>	<ul style="list-style-type: none"><li>• Research and identify prospective high value donors so that proposals can be appropriately targeted</li><li>• Maintain a comprehensive relational database on high value donors</li><li>• Identify, cultivate, raise funds from and manage relationships with an agreed portfolio of charitable trusts and foundations.</li><li>• Identify funding opportunities from the broadest possible range of activities undertaken by Amnesty and, working with specific teams, to package these in ways that are appropriate to the needs and interests of potential Trusts and Foundations</li><li>• Produce and deliver communications targeting high value donors, using a range of channels and technologies</li><li>• Provide logistical support for high standard major donor events</li><li>• Procure and liaise with suppliers and contractors</li><li>• Support the Philanthropy Team as required, including working with the other teams of AI Australia and the International Secretariat to help secure financial gifts and other support</li><li>• Performing the role to a high standard within agreed timelines, and in line with Amnesty International Australia's (AI Australia's) vision</li><li>• Other tasks within your skills and competence as required.</li></ul>



<b>Essential Qualifications, Skills and Experience:</b>	<ul style="list-style-type: none"> <li>• High level communication &amp; interpersonal skills - EI - (written, face to face, telephone, social media)</li> <li>• Strong research and analytical skills</li> <li>• Experience in using Blackbaud or similar moves management/CRM system</li> <li>• A results-oriented attitude, with demonstrated success in generating funds from trusts and foundations</li> <li>• Excellent communication, interpersonal and presentation skills, including high quality writing abilities in developing proposals and other material</li> <li>• Proven ability in managing high-level relationships</li> <li>• Experience in planning and implementing events, including managing finances</li> <li>• Excellent multi-tasking, planning and organisational skills, with meticulous attention to detail</li> <li>• A professional and resourceful style with the ability to work independently and as a team player</li> <li>• Demonstrated experience in or commitment to working with rights holders</li> </ul>
<b>Desirable Qualifications, Skills and Experience:</b>	<ul style="list-style-type: none"> <li>• Experience in a similar fundraising role in a not-for-profit organisation in Australia</li> <li>• Relevant higher education degree</li> <li>• Demonstrated commitment to human rights and/or international issues</li> </ul>
<b>Key Relationships</b>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• National Director</li> <li>• Impact Manager</li> <li>• Supporter Engagement</li> <li>• Movement</li> <li>• Board Supporters</li> <li>• 2020 Council</li> <li>• Managers of Trusts and Foundations</li> <li>• Potential and current donors</li> </ul>
<b>How we work:</b>	<p>In meeting the responsibilities set out in this Position Description, all AI Australia staff are expected to:</p> <ul style="list-style-type: none"> <li>• Facilitate, empower and enable the active participation of rights holders</li> <li>• Be a positive advocate for Amnesty and our work, demonstrating our values of Empowerment, Integrity, Persistence and Courage</li> <li>• Demonstrate emotional intelligence and a commitment to excellence in your interactions with colleagues, supporters, stakeholders and members of the public</li> <li>• Always act in the interest of members and supporters</li> <li>• Work with and empower volunteers, activists and members</li> <li>• Implement the principles of Equal Employment Opportunity and actively contribute to growing a more diverse and inclusive Amnesty</li> </ul>



- Understand your Work Health and Safety (WHS) responsibilities and ensure the health, safety and wellbeing of yourself and others at work
- Contribute to the quality and hygiene of organisational data and protect privacy
- Produce and deliver communications that are relevant to the role, using a variety of communications channels and technologies
- Develop understanding of human rights issues and social change methods and tactics, including experience of mass mobilisation, activism, organising, fundraising and campaigning techniques

## About Amnesty International Australia

We are an independent, global movement that campaigns courageously for human rights for everyone.

We're ordinary people from all walks of life, using our passion and commitment to bring torturers to justice, change oppressive laws and free people imprisoned just for voicing their opinion.

We're independent of any government, political ideology, economic interest or religion to ensure we can speak out on human rights abuses wherever they occur.

We stand for equality, justice, freedom, and human dignity and uphold these values:

- **Empowerment** – we build people power
- **Persistence** – we are resolute in pursuit of our goals
- **Integrity** – we hold ourselves to the highest standards
- **Courage** – we are fearless in upholding human rights

Every day we move closer to a world where human rights are enjoyed by all.

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### Acceptance

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

