



## Philanthropy Coordinator POSITION PROFILE



<b>Position Title:</b> Philanthropy Coordinator	<b>Location:</b> National Office and Working-from-home (hybrid model)
<b>Group:</b> Aspect Fundraising	<b>Reports to:</b> Head of Philanthropy
<b>Industrial Award Coverage:</b> Non-award	<b>Classification Level:</b> N/A

### **Organisation Purpose**

A different brilliant<sup>®</sup> - Understanding, engaging and celebrating the strengths, interests and aspirations of people on the autism spectrum.

Vision	Mission	Values
The best opportunities for people on the autism spectrum	We work with people of all ages on the autism spectrum, delivering evidence-informed solutions that are person-centred, family-focused & customer-driven	We are passionate about people, about being positive and about what's possible

### **Team Purpose**

To implement Autism Spectrum Australia (Aspect)'s fundraising strategies by fostering trust and confidence with a growing community of supporters and stakeholders. Champion consistent use of the fundraising value proposition: *Creating a world where no-one on the autism spectrum is left behind.*

## Position Purpose

Support the Head of Philanthropy to develop and expand the Philanthropy program across the organisation. Support the Philanthropy team in their activities, including Trusts and Foundations, Private Ancillary Funds, Government Grants, ClubGRANTS, Corporate Partnerships, Gift-In-Will, events and general administration support.

## Outcomes

Key Results Area:	Requirements & Expectations	Success Indicators
<b>Trusts and Foundations (T&amp;Fs)</b>	<p>Support the Philanthropy team:</p> <ul style="list-style-type: none"> <li>To research and find potential T&amp;F funders</li> <li>With smaller grant applications</li> <li>With State Government applications</li> <li>To research and find potential PAF and Major Gift funders and to identify qualified prospects</li> <li>To provide tailored based stewardship</li> </ul>	<ul style="list-style-type: none"> <li>Increase in the number of T&amp;F applications submitted</li> <li>Demonstrated evidence of excellent, tailored based stewardship provision</li> <li>Increase in the number of small and State Government grants awarded to Aspect</li> <li>Submissions are consistently of a high quality</li> <li>Provision of a summary of T&amp;F portfolio key metrics and pipeline in a timely manner</li> </ul>
<b>Grant Programs</b>	<ul style="list-style-type: none"> <li><b>Coordinate the ClubGRANTS process</b> from beginning to end, including cases for support, identification of clubs to apply for funding, building relationships with clubs, ensure correct acquittal of funds and representing Aspect at cheque presentations where applicable</li> <li><b>Coordinate the Community Building Partnership program</b> from beginning to end, including liaising with Aspect Property and Education teams to identify suitable capital cases for support, ensure correct acquittal of funds, and ensure all reporting requirements are met</li> </ul>	<ul style="list-style-type: none"> <li>Funds and reports are acquitted on time and correctly</li> <li>Maximum amount of relevant funding is applied for and secured</li> <li>Strong relationships between clubs/electorates and Aspect services and schools are built and maintained</li> <li>Accurate, up-to-date records of funding is maintained</li> </ul>

<b>Relationships</b>	<ul style="list-style-type: none"> <li>• <b>Coordinate funding needs and cases for support</b> from schools and services by working closely with the relevant stakeholders at Aspect</li> <li>• <b>Facilitate volunteering activities</b> for Corporate Supporters</li> <li>• Assist in managing relationships with Corporate Partners and other Philanthropy Partners</li> <li>• Build and foster good internal relationships with Aspect services</li> <li>• Coordinate smaller corporate partner accounts</li> <li>• Proactively contribute to the broader Fundraising team activities in collaboration with team members</li> <li>• Assist in coordination of in-kind support</li> <li>• Assist the Philanthropy team to organise and host partnership events</li> </ul>	<ul style="list-style-type: none"> <li>• Proactive contribution to the broader Fundraising team activities such as team meetings</li> <li>• Good rapport with partners and supporters</li> <li>• Events run effectively, and to budget</li> <li>• Volunteer enquiries responded to in a timely manner and volunteer days organised and facilitated successfully</li> <li>• Masterfile of cases for support created and maintained accurately on an ongoing basis</li> <li>• Maintain accurate in-kind donation recording and reporting</li> </ul>
<b>General Administration and Support</b>	<ul style="list-style-type: none"> <li>• <b>Assist the Philanthropy team with administration where required</b></li> <li>• <b>Prepare monthly reports on team KPIs</b></li> <li>• <b>Prepare monthly team Pipeline Reports</b></li> <li>• Assist with updating supporter records and tracking relationship activity</li> <li>• Coordinate the distribution of tax receipts to funders</li> <li>• Payroll giving and employee giving administration</li> <li>• Process Philanthropy team invoices</li> <li>• Assist with other fundraising events and activities as required</li> <li>• Liaise with IT to overcome technical problems that may arise</li> </ul>	<ul style="list-style-type: none"> <li>• Supporter records up-to-date and activities tracked on database (Raiser's Edge)</li> <li>• Reports prepared in a timely manner</li> <li>• Tax receipts monitored and distributed efficiently to funder or responsible Philanthropy team member</li> </ul>
<b>Financial Administration</b>	<ul style="list-style-type: none"> <li>• Work with the Head of Philanthropy to ensure that Philanthropy accountability requirements are met</li> <li>• Undertake reconciliations to ensure accurate recording of income from major donors and Corporate funders</li> </ul>	<ul style="list-style-type: none"> <li>• Compliance with finance and acquittal procedures and requirements</li> <li>• Timeliness and accuracy of acquittals and funding reports</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintain a logical and easy to access record system to meet Company policy and prevent fraud or loss</li> <li>• Ensure income received is allocated to the correct area of the organisation and provide funding reports to funders in a timely manner</li> </ul>	<ul style="list-style-type: none"> <li>• Records of transactions are accurate and current</li> </ul>
<b>Safeguarding the people we support</b>	<p>Aspect is committed to providing an environment free from abuse, neglect and exploitation of the people we support. Staff are expected to:</p> <ul style="list-style-type: none"> <li>• Follow safeguarding guidelines as outlined in Aspects Safeguarding the People We Support policy and Code of Conduct.</li> <li>• Complete mandatory Code of Conduct training and implement into day to day operations and practice</li> <li>• Be vigilant and maintain a heightened sensitivity to recognising signs of abuse, neglect or exploitation and escalate/report those signs/concerns</li> <li>• Escalate/report other staff practices which deviate from policy/procedure</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrated evidence that Aspect's values and Code of Conduct are understood and practised in all aspects of work</li> <li>• Completion of Code of Conduct on-line training</li> </ul>
<b>Work Health and Safety</b>	<p>It is a requirement for all staff to:</p> <ul style="list-style-type: none"> <li>• Take reasonable care for their own health and safety</li> <li>• Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with legislative requirements</li> <li>• Report unsafe conditions or practices, and make suggestions to their manager on improving work, health &amp; safety at Aspect</li> <li>• Exercise duty of care in the health, safety and welfare of students and participants and ensure they are treated with dignity and respect</li> <li>• Participate in the staff consultation process about work health &amp; safety matters</li> </ul>	<ul style="list-style-type: none"> <li>• Work, Health &amp; Safety matters are included as part of regular meetings</li> <li>• Identified hazards, issues or risks are evaluated and appropriate management controls are adhered to</li> </ul>

## **PART B: POSITION CRITERIA**

<b>Capabilities</b>	People skills	Exceptional interpersonal and people skills for internal stakeholder relationship management
	Oral and Written Communication	Excellent copy-writing skills, and clear, confident oral communication skills
	Planning and Organisation	Ability to manage multiple projects to meet deadlines
	Attention to detail	Strong attention to detail and proof-reading ability
	Personal effectiveness	Ability to work independently and as a member of a team, maturity, ability to empathise and a proactive approach to work
<b>Qualifications</b>	Relevant qualifications and/or experience i.e. fundraising, marketing, communications or a related field	
<b>Job requirements (essential)</b>	<ol style="list-style-type: none"> <li>1. Ability to work some evenings on rare occasions</li> <li>2. Willingness to undertake occasional interstate travel</li> <li>3. Empathy for people with a disability and their families/carers</li> <li>4. National Police Check (NPC) appropriately cleared</li> </ol>	
<b>Job requirements (desirable)</b>	<ul style="list-style-type: none"> <li>• Knowledge of The Raiser's Edge database or similar an advantage</li> <li>• Design skills or knowledge of design and communication platforms (E.g. Canva, EDM tools)</li> </ul>	

## **PART C: APPROVED BY**

Position Approved by: Shahar Burla, Head of Philanthropy

Date: January 2022

