

	Position Title: Major Gifts Coordinator		Team: Marketing, Communications & Development	Region: Central
	Supervisors: Major Gifts Manager	Delegations and Authorities: In Line with Delegations Policy	Band: (A-F) C	Date Completed: 12 July 2017

ORGANISATIONAL INFORMATION

OUR VISION AND FOCUS		ROLE CONTEXT
<p>All children should have a good childhood, growing up feeling safe, nurtured and with hope for the future.</p> <p>Berry Street chooses to work with children, young people and families with the most challenging and complex needs. We work across metropolitan, regional and rural Victoria.</p> <p>To achieve our Vision, Berry Street delivers a wide variety of programs, from those aimed at strengthening families and communities through to those that focus on helping people recover from the trauma of violence, abuse and neglect.</p> <p>We also engage government, other community organisations and the general public in child-focussed advocacy and knowledge sharing.</p>		<p>This is a newly created role and the purpose is to provide research capacity, administrative and communications support to the Major Gifts income stream within the Development team. The role is designed to give the team the resources and capacity to considerably grow the income from this area. Working closely with the Major Gift team, the Major Gifts Coordinator plays a critical support role in identifying potential major gift funding areas and assisting in generating proposals for individual giving and PAF funding areas. The incumbent will enjoy working in a support role, within a small team, and hold a contributory mindset that will enable achievement of the Development team financial goals. Previous experience in similar role, coupled with exceptional writing skills and awareness of/experience in conducting research will be critical</p>
OUR VALUES		PRIMARY OBJECTIVES OF THE ROLE
<p>Berry Street expects all staff to apply these Values in all aspects of their work.</p> <p>Courage: To be the best we can be and to never give up</p> <p>Integrity: Expect a personal and organisation commitment to honesty</p> <p>Respect: Acknowledge the importance of each person's heritage, traditions, identity, needs and aspirations</p> <p>Accountability: Be responsible for our own actions</p> <p>Working Together: Work with our clients, each other and our colleagues to share knowledge, ideas, resources and skills.</p>		<p>The primary objectives of the role are to:</p> <ul style="list-style-type: none"> • Conduct prospect identification and research on potential donors, and existing donors (Major Donors and High Value) • Planning cultivation and solicitation events for identified prospects, both as one-on-one events, and as groups. • Conducting telemarketing activities to identified prospects, aimed at engagement and appointment setting. • Development of collateral – proposals, reports, submissions etc, to enable Major Gifts team to solicit donations • Provision of detailed, up to date reports, designed to showcase trends, opportunities and results
		REPORTING RELATIONSHIPS
		<p>This role is based at our Richmond office. It is part of the broader Marketing, Communications and Development Team which also includes Media, Fundraising and Marketing.</p> <p>This role reports to the Major Gifts Manager who will provide supervision and review. This role has no direct reports and works in conjunction with other team members, including the Major Gifts Team, the Support Care team and Database Manager.</p> <p>This is a Part Time Position</p>

KEY SELECTION CRITERIA

- Excellent writing, analytical and research skills with an ability to seek, interpret and synthesize information and communicate in a compelling and succinct form
- Experience in prospect research including sourcing biographical, financial and philanthropic information
- The ability to work and communicate with a diverse range of stakeholders
- Self-motivated, attention to detail, highly organized
- Ability to work to tight deadlines which competing priorities and deliver tangible results
- Proven quality as a team player, with a flexible attitude to work flow
- Results orientated with a solutions- driven attitude
- Experienced in data base administration
- Demonstrated understanding of, and respect for, the needs of children with a disability; Aboriginal culture, including cultural safety and awareness; and cultural and linguistic diversity (CALD), including cultural safety for children from CALD backgrounds
- Demonstrated understanding of and commitment to the principles of equity, diversity, continual improvement, risk management and occupational health and safety.
- Excellent written and oral communication skills (including public speaking, presentations and facilitation skills).
- Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practicing and promoting self-care strategies.

QUALIFICATIONS AND OTHER REQUIREMENTS

- A tertiary qualification in Communications, Research or Fundraising or equivalent experience in similar roles.
- Staff must hold a valid WWCC, current drivers licence at all times and undergo a Criminal Records Check prior to employment. Subsequently, staff must report any criminal charges or court appearances.

DESIRABLE

- High level of interest in addressing areas of work of Berry Street (social welfare, disadvantage, focused on children and young people)
- Exposure to not-for-profit environment and sound knowledge of the philanthropic sector
- Experience in using a fundraising database (preferably Raisers Edge) would be an advantage.
- Past experience in a research role

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

ACCOUNTABILITY	SPECIFIC RESPONSIBILITIES
Project Research	<ul style="list-style-type: none"> • Conduct prospect research and identify individuals/PAFs with capacity and or interest in funding Berry Street's work. • Prepare briefs which could include, but is not limited to, donor profiles, PAF research, meetings with potential funders. • Manage Action Tracks of individuals/PAFs within Raiser's Edge to monitor upgrade and retention activities
Donor Stewardship and Reporting	<ul style="list-style-type: none"> • Coordinate stewardship program for Major Donors/High Value donors. • Assist with acquittals and reporting, by working closely with Major Gift team and other stakeholders across the organisation to collate content. • Work closely with Supporter Care team and Database Manager to make sure invoicing and receipting is both timely and accurate
Proposal Development	<ul style="list-style-type: none"> • Under the direction of the Major Gifts Manager, and the Executive Manager Development, assist with the development of funding proposals, by working with multiple teams/stakeholders across the organisation, to collate content. • Prioritise projects to assist in keeping multiple proposals moving, ensuring timelines are met and key stakeholders are briefed/consulted and have time to contribute in a timely manner
Communication & Events	<ul style="list-style-type: none"> • Liaise with Marketing & Communications team to contribute to the production of fundraising and other collateral, related to the major gifts area. • Ensure information on external sources (websites, publications etc) remains up to date, accurate and engaging. • Collate case studies, photographs and information for proposals and acquittals. • Assist in management of Events for major gift area, which contribute to cultivation and solicitation activities
Administration	<ul style="list-style-type: none"> • Using 'Raiser's Edge' competently ensure donor records are accurately updated in a timely manner • Assist the team in organizing appointments, meetings and donor visit/workshops • Other administration techniques as necessary
Other	<ul style="list-style-type: none"> • Berry Street supports White Ribbon, Australia's campaign to stop violence against women. There is an expectation that staff never commit, excuse or remain silent about violence against women. • Berry Street are committed to the safety, participation and empowerment of all children, including those with a disability and culturally and/or linguistically diverse backgrounds. Berry Street are also committed to cultural safety, inclusion and empowerment of Aboriginal children, their families and communities. • Other duties as directed

CONDITIONS OF EMPLOYMENT

1. This position is for 45.6 hours per fortnight. There is no paid overtime, but any extra hours worked will be accrued as Time-in-Lieu according to the Berry Street Victoria Enterprise Agreement.
2. You will initially be employed at our Central office in Richmond. You may be required to work from other Berry Street sites (on a temporary or permanent basis) as directed from time to time.
3. Terms and conditions of employment are in accordance with the Berry Street Victoria Enterprise Agreement, which includes above Award payments and eligibility for remuneration packaging. Salary packaging is available to full-time and 0.8 staff to a maximum value of \$15,899 and a maximum value of \$12,000 to all other permanent part-time staff, in line with our Salary Packaging policy.
4. The base salary for this position is a salary range of \$70,000 - \$77,000 (pro-rata) dependent on experience. Under the Berry Street Victoria Enterprise Agreement. The value of the salary can be increased through salary packaging.
5. Superannuation will be paid according to Superannuation Guarantee into a compliant fund of your choice or into HESTA Superannuation Fund.
6. The successful applicant will be required to undergo satisfactory pre-employment checks, including 2 professional referees, a pre-existing injury/disease declaration, a criminal records check and proof of identity and qualifications.
7. The successful applicant will initially be employed for a probationary period of 3 months. During this period, either party can terminate employment with one week's notice. A probationary review before 3 months will be undertaken.
8. Agency vehicles are available for authorised use and these should be used at all times for work-related purposes, in accordance with the Berry Street Motor Vehicle Policy. However, if you are authorised to use your own vehicle for work-related purposes, you will be paid an allowance per kilometre, which includes provision for comprehensive insurance and other running costs. Berry Street is unable to insure private vehicles owned by staff and will not accept any liability for damage to any staff vehicles incurred while being used for work-related purposes.
9. Under Victorian WorkCover legislation, it is the applicant's duty to advise Berry Street of any pre-existing medical condition, which could be aggravated by the type of employment for which they are applying. The existence of a medical condition will not preclude you from employment, unless you are unable to perform the inherent requirements of the position. However failure to disclose any relevant injury or disease will jeopardise any entitlement you may otherwise have for a work-related aggravation of that non-disclosed pre-existing condition.
10. Berry Street has a smoke-free workplace policy

INHERENT REQUIREMENTS OF WORK ACTIVITIES / ENVIRONMENT

Following is a table that outlines the main physical and psychological requirements of the position.

Element	Key Activity	Frequency
Work Environment	Manage demanding and changing workloads and competing priorities.	Daily
	Work in a team environment.	Daily
	Work in different geographic locations.	Daily
	Work office hours with the possibility of extended hours.	Regularly
	Work in an open plan office.	Could be daily
	Work in buildings which may be two-storey.	Could be daily
	Sit at a computer or in meetings for extended Periods.	Daily
	Present at court and other jurisdictions.	Occasionally
People Contact	Liaise with government, non-government and community organisations.	Daily
	Interact with members of the public who may display the full range of emotional expressions, including parents, partners, significant others, family members, advocates, doctors, police.	Regularly
	Interact with clients and members of the public who could display verbal or physically challenging behaviour.	Regularly
Administrative Tasks	Undertake administrative tasks which may include the following: computer work, writing reports, participating in meetings, concentrating for long periods of time, managing resources and budget and researching and analysing information and data.	Daily
	Use technology including photocopier, telephones including mobiles, fax, overhead projectors, televisions, videos, electronic whiteboards.	Daily
Transport	Drive vehicles possibly over long distances and in all traffic and weather conditions.	Regularly