

	<b>Position Title:</b> Philanthropy Coordinator	<b>Team:</b> Strategic Engagement		<b>Region:</b> Central
	<b>Supervisor:</b> Head of Philanthropy	<b>Delegations and Authorities:</b> In Line with Delegations Policy	<b>Band:</b> B	<b>Date Completed:</b> 18-Mar-19

## ORGANISATIONAL INFORMATION

OUR VISION AND PURPOSE	ROLE CONTEXT
<p><b>We believe children, young people and families should be safe, thriving and hopeful.</b></p> <p><b>Our Vision for 2022: Together we will courageously change lives and reimagine service systems.</b></p> <p>For over 140 years, Berry Street has adapted to a changing world, and we will continue to adapt to achieve our purpose.</p> <p>Berry Street will continue to be a strong and independent voice for the children, young people and families with whom we work. In collaboration with others, we will advocate for investment in early intervention and prevention services that enable families to be safe and stay together. We will use approaches that are culturally safe and informed by the best evidence available. We will measure and learn from the impact of our work, and we will continually contemporise our models of practice.</p> <p><b>We look forward to working with children, young people, families, carers, staff and partners to achieve this vision. Together.</b></p>	<p>The Philanthropy Coordinator has the responsibility of providing research and communications support to the Major Gifts team and the broader Philanthropy team.</p> <p>The role is designed to support the team in identifying new high-value donors from within the database and outside of the organisation; and providing research, analysis and communications to effectively engage these current and potential donors.</p> <p>This role will carry out background research and information to support managers in building and maintaining relationships with key donors, as well as assistance in generating information to support funding proposals. The role will also provide reports and analysis from Berry Street's database to maximise engagement and financial support from high-value donors.</p>
OUR VALUES	PRIMARY OBJECTIVES OF THE ROLE
<p><b>Berry Street expects all staff to apply these Values in all aspects of their work.</b></p> <p><b>Courage:</b> to never give up, maintain hope and advocate for a 'fair go'</p> <p><b>Integrity:</b> to be true to our word</p> <p><b>Respect:</b> to acknowledge each person's culture, traditions, identity, rights, needs and aspirations</p> <p><b>Accountability:</b> to constantly look at how we can improve, using knowledge and experience of what works, and ensure that all our resources and assets are used in the best possible way</p> <p><b>Working Together:</b> to 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"> <li>• Manage reporting and analysis for the Philanthropy team, including research and analysis on current and potential donors and mapping donors within relevant tiers on the database</li> <li>• Contribute to the development of effective donor journeys, compelling donor propositions and stewardship materials</li> <li>• Coordinate project tracking and project documentation to send to donors</li> <li>• Coordinate donor engagement events</li> </ul>
	REPORTING RELATIONSHIPS
	<p>This role is based at our Richmond office. It is part of the broader Strategic Engagement Team which also includes Fundraising, Public Policy, Media, Marketing and Analytics.</p> <p>This role reports to the Head of Philanthropy who will provide supervision and review. This role has no direct reports and works in conjunction with other team members, including the broader Philanthropy team, the Marketing and Fundraising teams, Supporter Care and the Analytics/Data team.</p>

EXPECTATIONS	
<ul style="list-style-type: none"> <li>• Conduct oneself in accordance with the Berry Street Code of Conduct which is underpinned by the values of accountability, courage, integrity, respect and working together within the principles of continuous improvement and occupational health and safety.</li> <li>• Berry Street is committed to the principles of social justice. We aim to ensure every individual is treated with dignity and respect regardless of their cultural background, ability, ethnicity, gender identity, sexual orientation, spirituality or religion.</li> <li>• 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.</li> <li>• Berry Street is committed to being a child safe, child friendly and child empowering organisation. In everything we do we seek to protect children. We are committed to the cultural safety of Aboriginal and Torres Strait Islander children; children from culturally and/or linguistically diverse backgrounds; children with a disability; children who identify with a sexual and or gender minority identity.</li> </ul>	
KEY SELECTION CRITERIA: KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO FULFIL THE ROLE	
<ul style="list-style-type: none"> <li>• Excellent written and oral communication skills (including public speaking, presentations and facilitation skills).</li> <li>• Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practising and promoting self-care strategies.</li> <li>• Excellent research and analytical skills, with an ability to seek, interpret and synthesize information and communicate it in a compelling and succinct form</li> <li>• Experience in prospect research including sourcing biographical, financial and philanthropic information</li> <li>• Excellent written and oral communication skills, including public speaking and presentation skills</li> <li>• Experience in managing and analyzing supporter/customer relationship management plans within a database</li> <li>• Experience in administration, extraction and analysis of supporter/customer data within a relationship orientated database</li> <li>• The ability to work and communicate with a diverse range of stakeholders</li> <li>• Self-motivated, attention to detail, highly organized</li> <li>• A team player, with a flexible attitude to work flow</li> <li>• Results orientated with a problem-solving mindset</li> </ul>	
QUALIFICATIONS AND OTHER REQUIREMENTS	DESIRABLE
<ul style="list-style-type: none"> <li>• A tertiary qualification in Business, Communications or related area</li> <li>• Staff must hold a valid WWCC, and undergo a Criminal Records Check prior to employment. Subsequently, staff must report any criminal charges or court appearances.</li> </ul>	<ul style="list-style-type: none"> <li>• High level of interest in addressing areas of Berry Street's work (social welfare, disadvantage, focused on children and young people)</li> <li>• Practical knowledge and experience of the philanthropic sector in Victoria</li> </ul>

## KEY ACCOUNTABILITIES AND RESPONSIBILITIES

ACCOUNTABILITY	SPECIFIC RESPONSIBILITIES
<b>Research</b>	<ul style="list-style-type: none"> <li>• Conduct prospect research and identify individuals/PAFs with capacity and/or interest in funding Berry Street's work</li> <li>• Compile data briefs and run reports and analysis from the database to identify key prospects</li> <li>• Prepare briefs for the team around donor profiles, PAF research</li> </ul>
<b>Donor Stewardship and Reporting</b>	<ul style="list-style-type: none"> <li>• Oversee donor 'tiering' and movement of individuals and PAF's within Raiser's Edge to monitor donor engagement and the effectiveness of upgrade and retention activities</li> <li>• Review donor management plans, reporting on and analyzing the results of the communication plans</li> <li>• Assist with research and writing of acquittals and reporting, by working closely with Major Gift team and other stakeholders across the organisation to collate content</li> <li>• Work closely with the Supporter Care team and Database Manager to ensure invoicing and receipting is both timely and accurate</li> </ul>
<b>Proposal Development</b>	<ul style="list-style-type: none"> <li>• Under the direction of the Head of Philanthropy, Major Gifts Manager and the Executive Director Strategic Engagement, assist with the development of funding proposals by working with multiple teams/stakeholders across the organisation to collate content.</li> <li>• 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</li> </ul>
<b>Communication &amp; Events</b>	<ul style="list-style-type: none"> <li>• Liaise with Marketing &amp; Communications team to contribute to the production of fundraising and other collateral related to the Philanthropy area</li> <li>• Ensure information on external sources (websites, publications etc) remains up to date, accurate and engaging</li> <li>• Collate case studies, photographs and information for proposals and acquittals</li> <li>• Assist in management of events for the Philanthropy team</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Using the 'Raiser's Edge' database, competently ensure donor records are accurately updated in a timely manner</li> <li>• Assist the team in organizing appointments, meetings and donor visit/workshops</li> <li>• Other administrative tasks as required</li> </ul>

## CONDITIONS OF EMPLOYMENT

1. This position may be required to work additional hours as necessary, and extra hours worked will be accrued as Time-in-Lieu according to the *Berry Street Victoria 2014-2017 Agreement*.
2. You will initially be employed at our Richmond Office. 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 2014-2017 Agreement*, which includes above Award payments and eligibility for remuneration packaging. Salary packaging up to \$15,900 is available to Berry Street employees who meet the eligibility criteria outlined in our Salary Packaging Policy.
4. The remuneration range for this position is \$74,534.72 - \$78,071.76 plus superannuation per annum (full time equivalent), under the *Berry Street Victoria 2014-2017 Agreement*. The value of the salary can be increased through salary packaging.
5. 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.
6. Superannuation will be paid according to Superannuation Guarantee into a compliant fund of your choice or into HESTA Superannuation Fund.
7. The successful applicant will be required to undergo satisfactory pre-employment checks, including 2 professional referees a pre-employment health declaration, a criminal records check and proof of identify and qualifications.
8. 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.
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
<b>Work Environment</b>	Manage demanding and changing workloads and competing priorities.	Daily
	Work in a team environment.	Daily
	Work in different geographic locations.	Occasionally
	Work office hours with the possibility of extended hours.	Regularly
	Work in an open plan office.	Daily
	Work in buildings which may be two-storey.	Daily
	Sit at a computer or in meetings for extended periods.	Daily
	Present at court and other jurisdictions.	N/A
<b>People Contact</b>	Liaise with government, non-government and community organisations.	Regularly
	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.	Occasionally
	Interact with clients and members of the public who could display verbal or physically challenging behaviour.	Occasionally
<b>Administrative Tasks</b>	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
<b>Transport</b>	Drive vehicles possibly over long distances and in all traffic and weather conditions.	Occasionally