

## Position Description

**Position Title: Philanthropy Coordinator - Major Gifts & Foundations**

**Department:** Community Engagement

**Reports to Position:** Philanthropy Manager – Major Gifts & Foundations

**Direct Reports:** NIL

### Guide Dogs Queensland Values

All employees are required to conduct all activities in a manner consistent with our CARES values:

**C – Committed**

**A – Accountable**

**R - Respectful**

**E – Ethical**

**S – Successful**

### NDIS Risk Assessed Role

*Managers to complete risk assessment – please select:*

Key Personnel Role ☐ Yes ☒ No

Delivery of support/services to clients ☐ Yes ☒ No

More than incidental contact with clients ☐ Yes ☒ No

### Portable Long Service Leave

*Managers to complete – please select:*

This role is not entitled to Portable Long Service Leave.

### Position Overview

The purpose of the role is to support the growth and development of the Major Gifts, Mid-Level Giving and Grants programs at Guide Dogs Queensland.

Under the direction of the Philanthropy Manager – Major Gifts & Foundations, the role provides high level administrative support to the major gifts and foundations programs and requires daily liaison with High Net Worth donors and prospective supporters to help optimise long term funding and support for Guide Dogs Queensland.

This diverse role requires strong administrative, communication and relationship building skills across a range of areas, including: prospect research; donor engagement and solicitation; letter writing, formatting and proofing; database administration; donor stewardship; and event coordination.

The role also collaborates closely with other teams within the Community Engagement department (such as Bequests, Media and Marketing and Donor Relations), and liaises regularly with a diverse range of teams across the organisation, including Finance, IT, Client Services, and Guide Dog Services.

## Position Description

### Essential Functions and Responsibilities

- Assisting with the qualification, cultivation, and solicitation of major gift prospects via telephone, email, and face to face meetings.
- Assisting with the preparation and despatch of major gift communications, funding proposals and grant submissions.
- Coordinating engagement and stewardship activities, special events and communications for mid and major-donors and grant funders.
- Providing general administrative support to the Philanthropy Manager – Major Gifts & Foundations as required.
- Ensuring the accuracy of CRM records, including updates to supporter contact details, activity tracking and maintenance of pipeline status.
- Undertaking prospect research to identify leads for major gifts, trusts, and foundations.
- Assisting with the preparation of data briefs for extracting supporter information from the CRM; analysing data and tracking campaign performance.
- Working cooperatively within the Community Engagement team, supporting others to achieve their program goals and objectives.
- Liaising with staff and volunteers to identify prospective donors and opportunities for Major Gifts, Trusts, & Foundations.

### Other

- Participate in professional development opportunities.
- Foster positive, respectful and productive working relationships with staff and volunteers and demonstrate the GDQ Values.
- All employees are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.
- Comply with GDQ Quality Management System and its certifications.
- Act as a Warden or First Aid Officer where required
- Other duties as directed.

### Supervisory Responsibilities

Volunteers as required

### Knowledge and Skills

#### Essential

- As part of our recruitment and selection process, applicants will be required to undergo pre-employment criminal history checks as required by varied legislation. This may include worker screening required by the

# Guide Dogs.

## Position Description

- NDIS, which aims to guarantee that key personnel and other workers do not pose an unacceptable risk to the safety and wellbeing of NDIS participants
- Demonstrated understanding of the principles of relationship building and stakeholder management.
  - Ability to deal with people respectfully, sensitively, and confidentially.
  - Exceptional listening skills and a high level of emotional intelligence.
  - A warm, friendly, and engaging personality.
  - A patient, adaptive and resilient approach to building and developing relationships authentically and purposefully.
  - The ability to self-motivate and be comfortable with ambiguity.
  - Experience with relational databases and the requirements of maintaining a high level of data integrity.
  - Advanced experience with Microsoft Excel, Word, Power Point and Outlook.
  - Exceptional administration, system organisation, planning and time-management skills.
  - Ability to write well and effectively communicate with a range of audiences. Good proofing/editing skills.
  - Excellent telephone manner and customer care skills.
  - Ability to work collaboratively in a team environment.
  - Current drivers' licence.

## Desirable

- Relatable experience in a not-for-profit organisation or similar role.
- Demonstrated commitment to ongoing professional development.

## Working Conditions and Environment

This position will spend approximately 75% of the time working at a desk, using a computer and related office equipment, while 25% of the time will involve engagement activities with prospects and donors. For travel within southeast Queensland, a GDQ pool car will be used. Flights/car hire will be booked as necessary to regional Queensland.