

POSITION DESCRIPTION

Position	Philanthropy Advisor
Reports to	Fundraising and Resources Manager
Direct Reports	Nil
Status	Part time
Location	Preston

BACKGROUND

The Victorian Aboriginal Child Care Agency (VACCA) is the largest organization of its kind in Australia. VACCA is an Aboriginal community-controlled organization that supports and advocates for the Aboriginal community. Our strength lies with our people. Our team is committed to the organisation's vision and values; advocates for our children and other vulnerable community members; and shows respect for, observance and compliance with Aboriginal cultural protocols, practice and ceremony. Our Aboriginality is what distinguishes us from mainstream services and what enables us to deliver the positive outcomes we achieve for our people.

VACCA employs over 600 staff and delivers more than 70 programs across the state. VACCA's experience and expertise in the delivery of therapeutic interventions are underpinned by culture, connection, and healing. VACCA designs, develops and delivers programs with self-determination and an understanding that the intergenerational trauma experienced by our community requires intergenerational and community healing.

Central to VACCA's work is the importance of connection to family, community and culture as essential to Aboriginal children's safety, stability and ensuring that they have an ongoing sense of belonging. As Victoria's largest Aboriginal child welfare agency, VACCA will play a key role in the process of transitioning the care and case management of Aboriginal children from government and non-Aboriginal organisations to Aboriginal community-controlled organisations following the recent decision of the Victorian Government.

VACCA is implementing cultural therapeutic ways which is an agency wide framework that underpins our work with the community, our clients and staff

OUR VISION

Aboriginal self-determination - Live, Experience and Be.

OUR PURPOSE

Supporting culturally strong, safe and thriving Aboriginal communities.

PROGRAM AREA

The position sits within the Office of the CEO and reports to the Fundraising Manager. The Office of the CEO drives the functions of Policy, Fundraising and Resources and Communications.

POSITION SUMMARY

The purpose of the role is to support the growth and development of Trust and Foundations funding, Major Gifts, Mid-Level Giving and implement the necessary processes required for a successful philanthropic grants programs at VACCA.

This is a diverse role that requires skills across a range of areas, including; stakeholder engagement, submission writing, database and administration, prospect research and qualification, moves management, relationship building and solicitation.

KEY RELATIONSHIPS

Internal: The role also works closely with other teams within the Office of the CEO including the; Communications Team and the Policy Team. The position liaises regularly with a diverse range of teams across the organisation including Finance, Projects and Reform Team, Client Services and Senior Leaders across the organisation.

External: The role requires regular liaison with donors and prospective supporters to help optimise long term funding and support for VACCA.

KEY SELECTION CRITERIA

Demonstrated experience (3 plus years) with the following:

- Understanding of the principles of a successful philanthropic grants and major gifts program.
- 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 effectively communicate with a range of audiences.
- Understanding of, and commitment to, the values that underpin VACCA's vision and purpose.
- Awareness and appreciation of Aboriginal societies and cultures and an understanding of the issues affecting Aboriginal people in contemporary Australia and the diversity of circumstances of Aboriginal people.

PERSONAL QUALITIES

- Managing Oneself: Manages and cares for self to maintain resilience and support when working within a challenging operating environment.
- Teamwork: Cooperates and works well with others in the pursuit of team goals. Collaborates and shares information. Shows consideration, concern and respect for others' feelings and ideas. Accommodates and works well with the different working styles of others.
- Initiative and Accountability: Proactive and self-starting. Seizes opportunities and acts upon them. Takes responsibility for own actions.
- Exceptional listening skills and a high level of emotional intelligence.
- A warm, friendly, and engaging personality and the ability to develop authentic and purposeful relationships. Ability to interact with people respectfully, sensitively, and confidentially.
- Integrity: Committed to Aboriginal communities. Operates in a manner that is consistent with VACCAs code of conduct. Inspires trust by treating all individuals fairly.

Desirable

- Experience with working in Aboriginal Affairs and/or child and family sector.
- Experience with Sales Force database or related CRM database.
- Tertiary qualifications in philanthropy and/or non-profit studies or related study.

REQUIREMENTS

- Hold and retain a full Victorian Driver's Licence and a current employment working with children check card.
- Undertake FIA Code of Conduct Training, maintain the FIA Fundraising Code and related laws for fundraising, with the Dept of Justice Victoria, the ATO and the ACNC.

POSITION ACCOUNTABILITIES

- Coordinate internal stakeholders to progress project priorities to create, inform and update the grant making submission calendar.
- Preparation and writing of grant submissions and major donor presentations, acquittals, impact reports and related collateral through to finalisation.
- Undertake effective and respectful engagement with major donors and prospects including phone, in person where possible and via events.
- Coordination of activities, events, and communications (telephone, written, email and power point) that effectively engage and steward prospective and current funders.
- Maintain and create accurate of donor records, including updates to supporter contact details, grant conditions and agreements, reporting in, activity tracking and maintenance of pipeline status in the database and GEM portal.
- Coordinate related external suppliers to support the program.
- Undertake prospect research to identify viable leads for trusts, foundations and major gifts.
- Assist Fundraising Team members with the setting up of data into the CRM and support the ongoing maintenance in relation to mid and major donors, Trusts and Foundations. Once fully

operational, utilise the database for major gift and philanthropic funders, extracting supporter information from the CRM, analysing data and tracking performance.

- Liaise with staff and stakeholders to identify projects and match to prospective Trust and Foundation donors and opportunities for Major Gifts to increase single and multi-year funding.
- Produce monthly reporting, tracking income including raising invoices as required, and input into the annual budget preparation for the Fundraising and Resources Team.
- Input into the annual and multi-year philanthropic funding growth targets, and related income and expenditure budget.
- Working cooperatively within the Fundraising and Resources Team and other members of the Office of the CEO team, supporting others to achieve their program goals and objectives.

HEALTH, SAFETY & WELLBEING

- Ensure compliance with the OH&S Act and VACCA policies.
- Contribute positively and proactively to team and organisation wide OH&S activities.

QUALITY & CONTINUOUS IMPROVEMENT

- Ensure compliance with legislation, contract and policy requirements in your day to day work in order to meet the organisation's audit, contract and registration obligations.
- Proactively apply your specialist knowledge in the review and maintenance of policies, systems and processes.
- Continue the development of a culturally strong and positive working environment using a continuous improvement approach.

OTHER

- Participate proactively in team project initiatives
- Support other team members in periods of high demand and during periods of absence.
- Participate in project groups and attend events
- Undertake other duties as directed

ADDITIONAL INFORMATION

We are committed to Aboriginal self-determination and supporting strong, safe, thriving Aboriginal communities and aim to ensure every individual is treated with dignity, honouring all cultural backgrounds, abilities, ethnicities, sexual orientations, gender identities and spiritual beliefs.

VACCA is a child-safe organisation and is committed to ensuring the safety and wellbeing of children and young people with zero tolerance for child abuse. All successful applicants will be required to undertake a National Police Record Check and Working with Children Check prior to commencement of employment and periodically following commencement.

VACCA is an equal opportunity employer and has a smoke-free workplace policy.

