

	Position Title: Major Gifts Coordinator		Team: Marketing, Communications & Development		Region: Central
	Supervisors: Senior Manager – Philanthropy	Delegations and Authorities: In Line with Delegations Policy		Band: B	Date Completed: 15 May 2018

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>The Major Gifts Coordinator is a newly created role, with the responsibility of providing research, administrative and communications support to the Major Gifts and Philanthropy team.</p> <p>The role is designed to give the team the resources and capacity to considerably grow income from high-value donors. Working closely with the Major Gift team including the Bequest Manager, Major Gifts Manager and Corporate Partnerships Manager, the Major Gifts Coordinator plays a critical support role in identifying potential major gift opportunities, providing information and analysis on major gift prospects from Berry Street's database and other external information sources. This role will provide assistance in background research and information to support managers in building and maintaining relationships with key donors, as well as assistance in generating information to support major gift proposals.</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:</p> <ul style="list-style-type: none"> • To facilitate prospect identification and research on potential and current high value donors/bequestors • Supporting the team in making contact with key donors • Overseeing the reporting and analysis processes for the Major Gift team, including mapping donors within relevant tiers and the identification of new prospects • Developing collateral for donors to demonstrate the impact of Berry Street's work 	
		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>The Major Gifts Coordinator reports to the Senior Manager – Philanthropy who will provide supervision and review. This role has no direct reports and works in conjunction with other team members, including the Major Gifts and Bequest Team, the Supporter Care team and the Database Manager.</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
- Experience in managing and analysing supporter or customer relationship management plans within a database
- The ability to work and communicate with a diverse range of stakeholders
- Self-motivated, attention to detail, highly organised
- Ability to work to tight deadlines with competing priorities and deliver tangible results
- Proven as a team player, with a flexible attitude to work flow
- Results orientated with a problem-solving mindset
- Experienced in data base administration and the analysis of supporter/customer data
- Demonstrated understanding of and commitment to the principles of equity, diversity, continual improvement, risk management and occupational health and safety
- Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practicing and promoting self-care strategies
- 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

QUALIFICATIONS AND OTHER REQUIREMENTS

- Qualifications in Communications, Project Management or Fundraising, or equivalent experience in similar roles
- Staff must hold a valid WWCC at all times and undergo a Criminal Records Check prior to employment. Subsequently, staff must report any criminal charges or court appearances

DESIRABLE

- Experience with Raiser's Edge database
- High level of interest in addressing areas of Berry Street's work (social welfare, disadvantage, focused on children and young people)
- Exposure to not-for-profit environment and sound knowledge of the philanthropic sector

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

ACCOUNTABILITY	SPECIFIC RESPONSIBILITIES
Project Research	<ul style="list-style-type: none"> • Conduct prospect research and identify individuals and Private Ancillary Funds (PAF's) with capacity and or interest in funding Berry Street's work • Prepare briefs which could include, but are not limited to, donor profiles, PAF research, meetings with potential funders • Manage Action Tracks of individuals/PAFs within Raiser's Edge database to monitor upgrade and retention activities
Donor Relationship Management	<ul style="list-style-type: none"> • Ensure that donors are mapped in appropriate 'tiers' and each donor has a management plan, reporting and analyzing the results of the communication plans • 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 Senior Manager Philanthropy, 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 project acquittals • Assist in management of events for major gift area
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 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

CONDITIONS OF EMPLOYMENT

1. This position is 76 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 up to \$15,900 is available to Berry Street employees who meet the eligibility criteria outlined in our Salary Packaging Policy.
4. The salary for this position will be negotiated commensurate with experience. 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.	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
People Contact	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
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, and electronic whiteboards.	Daily
Transport	Drive vehicles possibly over long distances and in all traffic and weather conditions.	Occasionally