



Position Description

Position Title:	Philanthropy Coordinator
Location:	Melbourne (hybrid home/office option available)
Tenure:	Full-time role, 18-month contract with view to extension
Classification:	SCHCADS Modern Award Level 7 \$101,655 pa + 10% superannuation Generous Salary packaging + Bonus leave

About Children's Ground

The Children's Ground Approach is Australian designed with First Nations peoples. We are committed to systems change to ensure dignity, justice and equity for all children and families. Our work focuses on national reform as well as evidencing a new way of working. The Children's Ground Approach is a whole of community, whole of life approach. We partner with a community over the course of a generation, led by local expertise, vision and intelligence. Together, we create and deliver an integrated system that is centred on learning, development and wellbeing that responds to the child and their family through the key transition points from pre-birth to young adulthood. Our approach recognises the cultural, social and economic strength of communities and builds on this to equip children for opportunities locally, nationally and globally.

We celebrate First Nations children and families and back their vision and talent to transform their communities from extreme stress and economic disadvantage to communities of opportunity and wellbeing.

Children's Ground operates in Central Australia and across the Top End, with support provided by a Melbourne-based Shared Services team.

Position Summary

Children's Ground has wonderful relationships with our funders and partners who go above and beyond to back our community leaders. This role will build on our major donor program so that we can achieve sustainable, long-term growth and further scale our work on the ground.

The Philanthropy Coordinator works as part of a team to implement and deliver our ambitious philanthropy and fundraising strategy. The role increases opportunities for new funders to walk with Children's Ground and stewards these prospective donors from identification to confirmed support. The role will nurture relationships with high net worth donors, expand the prospect pipeline and support our amazing philanthropy partners. A key component of the position is to deliver donor engagement activities that provide major gift acquisition opportunities.

This role will be working closely with a small and talented team of fundraisers and communicators who are passionate about their work. You will be part of a growing organisation that is delivering on big goals that enable and empower First Nations children, their families and communities to change their futures.

Key Relationships

Reports to:	Head of Fundraising & Partnerships
Key Internal liaison:	Director Partnerships, Investment and Communications (PIC), PIC Project Officer, Chief Executive Officer, Communications Coordinator, Senior Advisor.
Key External liaison:	Supporters; donors; philanthropy partner.

Key Responsibilities

The Philanthropy Coordinator will focus on identifying and converting new major gifts by Major Donors, Philanthropic Trusts and Foundations and Private Ancillary Funds. Specifically, s/he will:

- Develop, qualify and manage a major donor caseload, allocated by Head of Fundraising & Partnerships.
- Develop and execute engagement and marketing plans and activity for prospective donors
- Research connections, establish and nurture relationships with new donors, matching their goals with their Children's Ground supporter journey, funding proposals and asks
- Identify and develop suitable fundraising opportunities, new projects and funds and ensure obligations set out in funding contracts are met,
- Ensure an updated history of supporter engagement by maintaining an accurate record of interactions with major donors and prospects on our Salesforce database.
- Collaborate with other team members to develop, plan and roll out donor care activities and communications, including acknowledgment of gifts, ongoing updates, appeals and participation in events to connect donors to the impact they are enabling
- Design plans to grow income and meet or exceed philanthropy targets. Track performance against key performance indicators set for role and program.
- Write funding proposals and grant applications. Accurately monitor fundraising progress and produce quality reports when required, and
- Undertake other duties as required and directed by manager.

Key Selection Criteria

Essential experience and skills

- Demonstrated experience as a fundraising and philanthropy professional, with at least 3 years of experience in roles focussing on philanthropy, major donor and/or corporate giving.
- Tertiary qualification in fundraising, business, marketing, social impact, communications or relevant field and/or equivalent professional experience
- Successful record in delivering against revenue targets
- Experience in engaging and building relationships, donor solicitation and major gift stewardship

- Exceptional interpersonal and communication skills including written and verbal communication skills with the ability to communicate concepts and ideas persuasively to a wide variety of audiences
- Developed organisational skills with an ability to balance competing work priorities to meet tight deadlines while working effectively with multiple stakeholders
- Experience using CRM databases, preferably Salesforce
- Willingness to undergo a National Police Check and obtain a Working with Children Check
- An ability to undertake occasional interstate travel and outside normal business hours.

Desirable experience and skills

- Experience working alongside First Nations colleagues and communities, a strong understanding of First Nations culture, history and lived experience.
- Experience working for a social change NGO
- Experience managing events

Personal Attributes

To be successful in this role you will:

- Be a confident and engaging major donor fundraiser.
- Enjoy developing strong working relationships with others who are driven by social justice and philanthropy
- Be a confident communicator with the ability to express a compelling case for support
- Have a proven track record securing significant unrestricted funds, and of meeting and exceeding financial targets.
- Be highly collaborative and thrive on working with other team members to achieve goals