



Gift in Will Coordinator POSITION PROFILE

PART A: POSITION DESCRIPTION

Position Title: Gift in Will Coordinator	Location: Chatswood/Hybrid
Group: Aspect Philanthropy	Reports to: Relationship & Philanthropy Manager

Organisation Purpose

Vision	Mission	Values
The best opportunities for people on the autism spectrum	We develop person-centred solutions which are flexible, responsive and evidence-informed with people of all ages on the autism spectrum	We are passionate about people, about being positive and about what's possible

Portfolio and Team Purpose

The newly formed Partnerships, Business Development and Autism Friendly Portfolio is home to four teams;

- Philanthropy, Relationship and Gift in Will
- Autism Friendly and Partnerships
- Fundraising, Mass Marketing and Supporter Services
- Business Development – newly formed in 2023

The majority of works is externally focussed with a **goal of growth; financial, reach and impact**. We aim to deliver excellent customer service to existing and new supporters, corporates and autism friendly clients. We are committed to utilising a data-led marketing approach to connect and inspire new partnerships and gifts through a wide variety of activities and initiatives. In turn this will enable Aspect achieve the vision to create the best opportunities for people on the autism spectrum.

Position Purpose

Support the Relationship, Philanthropy and Gifts in Wills Manager to develop and expand the Gifts in Wills program across the organisation. The role will also provide admin support to the wider Philanthropy team in their activities, including Trusts and Foundations, Private Ancillary Funds, Government Grants, ClubGRANTS, Corporate Partnerships, Gift-In-Will, events and general administration support.

Outcomes

Key Result Area:	Requirements & Expectations	Success Indicators
Provide support to help grow the GIW portfolio	<ul style="list-style-type: none">• Provide support to the GIW Manager to help grow the portfolio.	<ul style="list-style-type: none">• Speak to key stakeholders about the GIW programme.• All admin requirements are delivered on time
Support the Marketing and communications growth strategy	<ul style="list-style-type: none">• Provide support in the following areas:<ul style="list-style-type: none">○ Develop and implement a comprehensive growth strategy○ Development of GIW marketing collateral○ Working in collaboration with the Individual Giving, Marketing and Finance teams.	<ul style="list-style-type: none">• Support in the creation and development of new GIW collateral.• Support in any marketing and communication initiatives• Work with different areas across Aspect
Stewardship of existing supporters	<ul style="list-style-type: none">• Support GIW Manager to:<ul style="list-style-type: none">○ Manage and develop relationships with intending, considering and prospect GIW supporters.○ Manage existing pipeline and moving people up the pipeline.	<ul style="list-style-type: none">• Thank you calls and outbound engagements calls to current supporters• Excellent customer service when talking to supporters.• Provide admin support to Manager as required in each of the key result areas.

Gift in Will supporter maintenance	<ul style="list-style-type: none"> • Maintain up to date supporter information on the database which includes all emails, phone calls, meetings, event invitations. 	<ul style="list-style-type: none"> • Database is up to date with all GIW supporter information
Estate management and administration	<ul style="list-style-type: none"> • Support GIW Manager to: <ul style="list-style-type: none"> ○ Ensure the effective transfer of GIW left to Aspect. 	<ul style="list-style-type: none"> • All GIW administration requirements are met • All third party e.g. solicitor's requirements within expected timeframes
General Administration Support	<ul style="list-style-type: none"> • Assist the Philanthropy team with other matters where required • Assist with updating supporter records and tracking relationship activity 	<ul style="list-style-type: none"> • Supporter records up-to-date and activities tracked on database (Raiser's Edge) • Reports prepared in a timely manner
Work Health and Safety	<p>It is a requirement for all staff to:</p> <ul style="list-style-type: none"> ○ Ensure they meet all the inherent health requirements of the role. ○ Take reasonable care for own health and safety. ○ Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with legislative requirements. ○ Report unsafe conditions or practices, and make suggestions to their manager on improving work, health & safety at Aspect. ○ Exercise duty of care in the health, safety and welfare of students and ensure they are treated with dignity and respect • Participate in the staff consultation process about work health & safety matters • Understand and adhere to Aspect's Code of Conduct 	<ul style="list-style-type: none"> • Demonstrated personal responsibility and commitment to safe working practices. • Hazards, issues or risks are reported and appropriately acted upon. • Work, Health & Safety matters are raised as part of regular meetings.

PART B: POSITION CRITERIA

Capabilities	Analytical	Ability to extract and interpret information from multiple sources and in varying formats
	Oral and Written Communication	Proven ability in presenting and expressing ideas effectively, clearly and persuasively in a variety of styles in order to meet the requirements of the funders and the organisation
	Planning and Organisation	Demonstrated project management skills and the ability to manage more than one project at a time to meet multiple deadlines
	Managing relationships	Exceptional relationship management skills, including the ability to inspire supporters
	Personal effectiveness	Exceptional interpersonal skills including the ability to work independently and as a member of a team, maturity, attention to detail and a strong ability to empathise
Knowledge and experience	<ul style="list-style-type: none"> • 3 + years experience in communicating with customers and/or supporters in the not for profit sector • Familiarity with the principles of fundraising and marketing • A passion for delivering exceptional supporter experiences including making outbound phone calls. • Strong oral and written communication skills • Confidence in presenting to and negotiating with all levels of business and the public • A demonstrated record of information gathering • Logical mind with attention to detail • The ability to build a good rapport with people from all walks of life • Excellent time management skills and ability to work to tight deadlines • Competent PC skills including Microsoft Office Suite, Adobe and CRM 	
Qualifications	Relevant qualifications and/or experience in fundraising, marketing, communications or a related field.	
Job requirements (essential)	<ul style="list-style-type: none"> • Ability to work some evenings and weekends • Empathy for people with a disability and their families/carers and older people 	
Job requirements (desirable)	<ul style="list-style-type: none"> • Knowledge of The Raiser's Edge database or similar an advantage 	

Note: Frequency refers to an approximate percentage of time in a typical shift or period on duty:
 Rarely: Up to 7% Occasionally: 8% to 33% Often: 34% to 66% Continuously: More than 66%

Functional capacity requirements	Requirement Resilience to time pressure/workload Sitting Standing, Walking Pulling, pushing, lifting <5kg, reaching, carrying Fine motor skills – keyboarding, writing	Occasionally Continuously Occasionally Occasionally Continuously Occasionally
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PART C: APPROVED BY

Position Approved by: _____ (Date) _____

PART D: ACKNOWLEDGEMENT OF INCUMBENT

I have read and understood the requirements of the position

Name: _____ (Date) _____