



Fundraising & Philanthropy Coordinator POSITION PROFILE

PART A: POSITION DESCRIPTION

Position Title:	Fundraising & Philanthropy 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, Relationships and Gift in Will
- Autism Friendly
- Fundraising, Mass Marketing and Supporter Services
- Strategic Partnerships

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

The Fundraising and Philanthropy Coordinator will work closely with the Relationship and Philanthropy Manager to develop and expand the Gifts in Wills (GIW) program and support the broader Philanthropy program across the organisation. This role is essential in driving the success of the GIW program and contributing to the overall growth of philanthropic support for Aspect's mission. The role will suit an individual who has a passion for making a difference.

Outcomes

Key Result Area:	Requirements & Expectations	Success Indicators
Program development and management	<ul style="list-style-type: none">• Assist in developing and implementing strategies to expand the GIW program.• Develop and manage initiatives to promote the GIW program, including marketing campaigns and promotional materials.• Work with the Philanthropy team to ensure GIW strategies align with overall fundraising goals.	<ul style="list-style-type: none">• Increased Engagement: Growth in the number of new supporters who express interest in the GIW program• Campaign Effectiveness: Successful execution of marketing campaigns, demonstrated by increased visibility and awareness of the GIW program
Supporter Engagement and Stewardship	<ul style="list-style-type: none">• Cultivate relationships with existing and potential supporters who have indicated an interest in leaving a gift in their will.• Provide personalised stewardship and recognition to GIW supporters, ensuring they feel valued and appreciated.	<ul style="list-style-type: none">• Supporter Satisfaction: Positive feedback from GIW supporters, evidenced by surveys or direct communications• Retention Rates: Increased retention rates of GIW supporters, measured by the continued engagement from existing donors.
Database management	<ul style="list-style-type: none">• Maintain accurate and up-to-date records of GIW supporters and their contributions in the Aspect database.• Assist the wider Philanthropy team with managing data entry and record keeping.	<ul style="list-style-type: none">• Data Accuracy: High accuracy and completeness of supporter records

Events	<ul style="list-style-type: none"> • Help to organise and coordinate events related to the GIW program and broader philanthropy efforts, ensuring they run smoothly and meet overarching fundraising goals. 	<ul style="list-style-type: none"> • Event Success: Successful organisation of GIW-related events, as measured by attendance numbers, donor engagement levels, and positive post-event feedback.
Reporting and analysis	<ul style="list-style-type: none"> • Monitor and analyse the performance of GIW activities, providing monthly KPI reports on key metrics and insights. • Track and report on GIW program metrics, including donor engagement, gift levels, and campaign effectiveness. • Assist with the wider Philanthropy teams KPI's and reporting 	<ul style="list-style-type: none"> • Timely Reporting: On-time and accurate reporting of GIW metrics, including regular updates on donor engagement, contributions, and campaign performance.
Marketing and communications	<ul style="list-style-type: none"> • Assist in the development and execution of marketing materials and communications strategies aimed at promoting the GIW program. • Coordinate with external agencies as required to enhance marketing efforts. • Collaborate with other teams within Aspect. 	<ul style="list-style-type: none"> • Increased Outreach: Enhanced reach and visibility of the GIW program through marketing materials • Quality of Materials: High quality and effectiveness of marketing materials • Campaign Success: Achievement of specific marketing objectives.
Administrative support	<ul style="list-style-type: none"> • Provide general administrative support to the Philanthropy team, including scheduling meetings, preparing documents, and handling correspondence related to the GIW program. • Support with the effective transfer of gifts left to Aspect. • Provide support in the management of executors, solicitors, next of kin and other charities where there are shared interests. • Proactively follow-up Estates as required 	<ul style="list-style-type: none"> • Operational Efficiency: Smooth and efficient handling of administrative tasks, including timely preparation of documents, effective scheduling, and accurate correspondence. • Team Support: Positive feedback from the Philanthropy team regarding the quality and timeliness of administrative support
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. 	<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.

	<ul style="list-style-type: none"> ○ 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"> ● Work, Health & Safety matters are raised as part of regular meetings.
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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 ● Preference for experience in a marketing role or similar background. ● A passion for delivering exceptional supporter experiences. ● Excellent communication skills- both oral and written. ● Confidence in presenting in a business setting and to the public ● A demonstrated record of information gathering 	

	<ul style="list-style-type: none"> • 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 • Able to pick up new concepts quickly • Competent PC skills including Microsoft Office Suite, Adobe and CRM
Qualifications	<ul style="list-style-type: none"> • 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

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

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) _____

