

ROLE PURPOSE

Role Title: Philanthropy Co-Ordinator

Division: Public Affairs

Location:
Sydney/Melb

Date: April 2025

Employment type: Full time, Permanent role, flexible work from home arrangements available

Reports to: National Philanthropy Manager

Number of direct reports: 0

Leadership Band:
Leads self

Purpose of the role:

The role of the Philanthropy Co-ordinator is to provide excellent stewardship to existing and potential major donors of the Foundation, whilst helping support the Australian Major Donor team achieve their goals

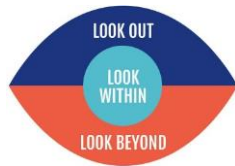
The **Philanthropy Co-ordinator** will:

1. Work closely with Philanthropy team to develop and implement the philanthropic strategy of The Foundation.
2. Assist with preparing documents and communications for donors including reports, donor impact summaries, internal emails, and donor communications.
3. Support the Major Donor team to achieve project timelines and engage across teams to ensure projects and tasks remain on track, such as the annual Tax Campaign.
4. Provide administrative support to the National Manager Philanthropy, including calendar management and travel support, as well as other tasks as requested.
5. Support the AU Major Donor team by delivering stewardship and new donor events.
6. Drive engagement with new HNWI's, T&Fs, PAFs and PuAFs to produce win-win outcomes and reach financial targets.
7. Build exceptional stewardship with your own portfolio of philanthropic partners/supporters to deeply understand their needs and aspirations, connect to impact and the Foundation's mission.
8. Collaborate closely with the broader organisation including Partnerships, Global Comprehensive Campaign Team, Marketing and Programs to strengthen The Foundation's offering and stewardship activities. (e.g. fundraising initiatives and campaigns, special event activities, donor visit coordination)
9. Any other responsibilities as requested by your manager.

Our Capabilities

As a member of The Foundation Family you will:

1. Live by the values of The Foundation and support The Foundation's culture, performance and brand.
2. Adhere to all The Foundation's policies and procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.



Essential Experience:

- 3 years of experience in fundraising including HNW giving.
- An understanding of the PAFs and T&F landscape, as well as best practice donor stewardship
- Prior experience driving engagement with T&F and major donor relationships that produce win-win outcomes and reach financial targets,
- Proven experience collaborating with and managing internal and external

Skills:

- Proven ability to work well under pressure and to strict, often tight timeframes,
- A logical thinker, a collaborative team player and are easily able to turn complex content into simple clear messages, pitch documents and proposals.
- Strong written, verbal, presentation, and interpersonal skills as well as power to influence,

Desirable Experience:

- Experience working in both for profit and not for profit sector
- Passionate about eye health outcomes and experience fundraising in health sector.
- Working knowledge and understanding of CRM systems including Raiser's Edge.

Qualifications:

Tertiary degree qualifications in relevant field or similar work experience

The position involves:

This position is recognised as having "Contact with Children" either direct or indirect
This position does not involve "Working with Children" either direct or indirect.

Travel:

As required

Additional Responsibility:

Ensure that the work for which they are responsible is carried out in ways which safeguard the health and safety of workers.

This role purpose defines the broad accountabilities of the positions, which may change based on organisational need. Please refer to the divisional, team and individual work plans for more specific details

To work in The Foundation, you will:

- Be eligible to work in Australia and other regions where you will be based
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions that are identified as working with children