|  |  |
| --- | --- |
| **Department** | Revenue Development |
| **Unit/team** | Fundraising |
| **Job matrix group** | WWF Clerical and Administrative |
| **Job matrix level** | 5 |
| **Job title** | Workplace Giving and Corporate Engagement Coordinator  |
| **Reports to** | Senior Manager Donor Acquisition |
| **Direct reports** | Nil |
| **Location** | WWF-Australia Office/location negot. |
| **Other location/s** | N/A |
| **Job type** | Part Time Fixed Term Contract |
| **Contract Period** | Variable |
| **Hours per week** | Part Time |
| **Approval** | People Operations Manager |
| **Approval date** | 05/05/2017 |
| **Organisational context** | For over 50 years WWF has been a leading voice for nature. We are the world’s largest conservation organisation, working in 100 countries and with over 5 million supporters.  WWF-Australia is the 7th largest member of the WWF Network. We work with governments, businesses and communities on environmental issues with a single mission: to build a world where people live and prosper in harmony with nature.  We have our foundation in science and we work towards a sustainable planet, striving to conserve biodiversity in Australia and throughout the Oceania region. Behind the scenes of our on-ground conservation projects are teams of scientists, policy and communications experts, lawyers and other specialists, all supported by our regional and national staff members.  WWF-Australia does not engage in activities that support political parties, seek to persuade members of the public to vote for or against particular candidates or parties in an election, participate in party political demonstrations, or distribute material designed to underpin a party political campaign. |
| **Department context** | WWF-Australia’s strategy requires all staff to support the delivery of eight conservation goals: Secure Sustainable Food, Save Threatened Species, Create a Low Carbon Future, Protect our Marine Life, Conserve Nature with Equity, Stop Big Bad Things, Engage Millions of People as a Voice For Nature, and Grow Investment into Conservation Impact.  |
| **Purpose of job** | The position provides direct administrative support to the Workplace Giving and Corporate Engagement Manager to develop and deliver WWF's workplace giving program incorporating acquisition, retention, and reactivation. |
| **Key accountabilities** | * Assists the manager build the workplace giving program by tracking and measuring monthly income, and partners and donors that join the program
* Processes expenses, updates budgets and reports
* Supports the development of workplace giving relationships by arranging, attending and minuting meetings, coordinating logistics for events and undertaking general correspondence
* Supports the manager in developing communications, producing or re-purposing content, fact checking and basic proof-reading of new content
* Assists in the maintenance of third party platforms, ensuring they are up to date with the latest information and monitoring the success of donor communication
* Works with the Business Intelligence team to assist with quality control procedures & ensuring the quality of data, generates reports, extracts, uploads and analyses data vs activity against billings/invoicing and agreed service level
* Develops small projects from initial idea to planning stage and delivery
* Coordinates workflows and adheres to approval processes for proposals and materials
* Liaises with strategic partners to raise WWF’s profile as an attractive Workplace Giving partner and to raise awareness about workplace giving
* Researches and follows trends in workplace giving in Australia generally.
 |
| **Job level responsibilities** | * Contributes to operational planning, systems, processes, delivery and reporting.
* Complies with legislation, standards, policies and practices, particularly Advocacy with Excellence, Information Security, health and safety, child protection, security, sustainability, and equal employment opportunity.
* Aligns own work with WWF's mission, Guiding Principles, Brand and I-KODE Values – Acts with Integrity, Knowledgeable, Optimistic, Determined and Engaging.
* Seeks approval from the CEO for international travel.
* Performs administration, risk and quality management, and reporting.
* Complies with the Information Security (PCI-DSS), Privacy and Complaint Handling Policies.
 |
| **Relationships & communications** | Team-working is WWF's preferred way of working requiring positive and constructive relationships across the organisation.  Key relationships include: * Suppliers
* Service Providers
* Workplace Giving Partners
* Fundraising, Conservation and Marketing & Engagement teams
 |
| **Job Challenges** | * The position requires the skills to build trust and work collaboratively to achieve engagement across diverse teams and external suppliers
* The geographically dispersed nature of WWF requires good communication and interpersonal skills
* Ensuring consistency of brand in communications
* Maintaining knowledge of WWF’s strategic objectives and activities and communicating this to the public, suppliers and supporters in an engaging, meaningful way
 |
| **Essential selection criteria** | * Previous experience in an administrative/coordination position with a proven knowledge of fundraising and/or marketing.
* Demonstrated experience in data analytics and working across multiple databases simultaneously preferably related to direct marketing/fundraising
* Proven administration skills across the following:  planning, budgeting, forecasting, and /or reporting
* Good written and verbal communication skills.
* Demonstrated strong interpersonal, networking and relationship building skills.
* A positive, solutions-focused approach to work with the proven ability to work constructively in a flexible team environment.
* Basic level skills in MS Office.
 |
| **Desirable selection criteria** | * Experience supporting training and delivering  presentations to small and medium size groups.
* Experience in using databases/CRMs (ideally ‘The Raiser’s Edge’) and email campaign platforms.
* An interest in, and commitment to developing a career in a not for profit organisation, particularly in fundraising/marketing.
* An interest in, and commitment to environmental conservation and sustainable development.
* An understanding of, and support for, workplace sustainability principles.
 |
| **Credentials** | * Qualifications in marketing, business, sustainability, environment management or a related field or equivalent experience preferred.
 |
| **Job requirements** | * Employment screening checks (e.g. Criminal Record Check).
 |
| **How to apply** | Applicants can apply via <http://www.wwf.org.au/about_us/work_with_wwf/>.  Only those applicants applying online via the eRecruitment System will be considered.Please include the following two attachments:  (1) a cover letter/statements against the selection criteria and (2) your resume (CV), including two referees.  |