

POSITION DESCRIPTION - ADMIN MANAGER



DETAILS			
Position Title:	Donor Engagement Coordinator	Location:	7 Lydiard St Sth Ballarat
Position Type:	Part-time	Hours per week:	
Reports To:	<ul style="list-style-type: none"> - CEO - Dotted line to Fundraising and Marketing Manager 		
BACKGROUND INFORMATION			
<p>The Ballarat Foundation’s vision is for a Ballarat region where everyone is free from disadvantage and empowered to prosper.</p> <p>Mission: The Ballarat Foundation is a catalyst for positive community change by enabling philanthropic solutions to social problems. We promote socially responsible giving, engage donors, build community partnerships, deliver grants and operate programs which reduce disadvantage and encourage connection, cohesion and prosperity.</p> <p>Key Values:</p> <p>Integrity We are committed to being honest, respectful, consistent, and ethical in our behaviour, relationships and work.</p> <p>Accountability We are accountable to our supporters, partners, and the communities we serve. We take responsibility for the stewardship of the funds we raise and will ensure our distributions and reporting are transparent.</p> <p>Collaborative We recognise that enabling and working with others is key to efficient and effective resolution of disadvantage.</p> <p>Excellence We strive to be the best we can be, innovate and are passionate about producing positive community impact in all activities we undertake. Consistently questioning our work and practices will help us achieve our ambition of community-leading operations.</p> <p>Diversity We embrace and promote diversity and fairness within the communities of the Ballarat region. We are committed to actively supporting and promoting diversity across leadership, staff, volunteers, participants and grant recipients</p>			
KEY FUNCTION			
<p>The Donor Engagement Coordinator is responsible for existing donor relationship management, introducing new donors and implementing strategies to grow the sub funds of the Ballarat Foundation.</p>			
KEY RESPONSIBILITIES			
PRIMARY			
<p>1. DONOR MANAGEMENT</p> <p><i>Typical Duties include:</i></p> <ul style="list-style-type: none"> • Manage relationships with existing sub fund representatives, communicating changes in sub fund balances, granting, distributions and investments • Identify and introduce new sub fund donors to the Ballarat Foundation and secure donations • Create and maintain donor databases • In tandem with the Fundraising and Marketing Manager, create and implement strategies for corporate investment in Ballarat Foundation sub funds, events and activities • Invite donors to participate in Ballarat Foundation events and activities • Create and manage relationships with other philanthropic trusts and organisations 			
<p>2. SUB FUND PROGRAM DELIVERY</p> <p><i>Typical Duties include:</i></p> <ul style="list-style-type: none"> • Maintain and adhere to the sub fund budget • Grow donations into existing and new sub funds • Maintain records of sub fund activity • In tandem with the CEO and finance manager, establish and implement strategies to improve sub fund operations for the benefit of internal and external stakeholders • Report on outcomes to the CEO, Fundraising and Marketing Manager and the Board 			
<p>3. FUNDRAISING AND EVENT SUPPORT</p>			

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Typical Duties include:

- Support the Marketing and Fundraising Manager in identifying and contacting donors and corporate entities to financially partner Ballarat Foundation events and other fundraising activities
- Support operation of the Workplace Giving program
- Support team members with identification of external philanthropic and government partners and assist with grant applications to such partners
- Participate in supporting event or fundraising delivery as directed

4. ORGANISATIONAL QUALITY

Typical Duties include:

- Provide support to the Board, Governance Committee, CEO, Managers and staff in the review and development of policies and procedures.
- Maintain and update the organisation's databases and CRM systems as required

SECONDARY

5. REPORTING –

Typical Duties:

- a) Provide regular and timely reports to CEO and Board

6. WELLBEING, RISK AND COMPLIANCE

- b) Take responsibility for the safety and wellbeing of self, colleagues, volunteers, clients, visitors and contractors
- a) Confirm that appropriate procedures, guidelines and controls in relation to area of work are in place.
- c) Comply with all applicable legislation, policies, procedures and guidelines relating to governance, human resources, occupational health and safety, privacy and ethical standards and childsafe organisation standards
- d) Address breaches and complaints in a timely and responsible manner in line with organisational policy and values

KEY RELATIONSHIPS

INTERNAL	Directors, CEO, managers and staff
EXTERNAL	Donors, corporate associates, philanthropic and government funders

KEY SELECTION CRITERIA - QUALIFICATIONS AND SKILLS

COMPONENT	ESSENTIAL	ADVANTAGEOUS
Qualification Level	<ul style="list-style-type: none"> • Tertiary qualifications in business, sales, engagement or related discipline or equivalent experience. 	
Prior Experience	<ul style="list-style-type: none"> • Demonstrated experience in building and fostering relationships with donors, partners or clients 	<ul style="list-style-type: none"> • Demonstrated history working directly with philanthropic donors • Experience with a non-profit organization
Skills & Abilities	<ul style="list-style-type: none"> • Superior oral and written, interpersonal, client relationship management and conflict resolution skills. • An understanding of NFP governance and financial management • Highly developed organisational and time management skills; high level of initiative and problem-solving capacity. 	<ul style="list-style-type: none"> • Experience in community services or the not-for-profit sector. • An understanding of Risk principles in the workplace. • Experience with Government and or Philanthropic Grant writing

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	<ul style="list-style-type: none"> High standard of competency in all Microsoft Office and related applications. 	
Attributes	<ul style="list-style-type: none"> Effective and influential communicator Ability to work cooperatively and flexibly to fulfil business outcomes Commitment to the organisation's vision and mission Extremely well organised and thrives under pressure The desire to work in a fast-paced environment with a positive attitude. Proactive and self-managing Confident multi-tasker An understanding of WHS principles in the workplace and a capacity to work safely within these principles. 	

PERFORMANCE FACTORS

An ongoing performance management process will see the collaborative development of relevant KPIs and goals for this position. The Donor Engagement Coordinator is likely to be assessed in the following areas:

- Efficient, accurate and reliable management of existing donors
- Effective introduction and management of new donors
- Contribution to the growth of Ballarat Foundation sub funds
- Effective participation in driving outcomes across other event and fundraising activities
- Accurate and timely delivery of reports to the CEO and on behalf of the CEO to Board
- Contribution to organisation wide strategic priority outcome delivery
- Successful compliance with policy, procedures and legislative requirements

WORK ENVIRONMENT

- This position is based in the Ballarat office of the Ballarat Foundation
- Flexible working arrangements can be made dependent on organisational requirements.
- This small organisation has a fluid working environment that requires flexibility and ability to self-manage workloads.

This position description is not exhaustive. The incumbent may be expected to undertake other relevant activities and responsibilities following discussion and agreement.

CEO Approval		Date	
Employee Acknowledgement		Date	