

# Job Description

## Details

<b>Job title</b>	Fundraising Coordinator	<b>Team</b>	Partnerships
<b>Reports to</b>	Head of Partnerships	<b>Job status</b>	Permanent
<b>Direct reports</b>	Nil	<b>Hours</b>	Full Time
<b>Updated</b>	January 2021		

## Our Vision and Mission

<b>Our Vision</b>	For every sick child to have the best possible health care, with access to world class research and clinical treatment in a healing environment	
<b>Our Mission</b>	We help save children's lives and work wonders for sick kids and their families	
<b>Our Values</b>	<b>Accountability</b>	We aim to deliver high impact results, are accountable for our actions and resources and communicate this openly and honestly
	<b>Recognition &amp; Respect</b>	We are respectful in all our interactions and committed to recognising others and valuing their contributions
	<b>Care</b>	We care for everyone we impact – the children always come first
	<b>Working Together</b>	We selflessly support and trust each other and our teams, share our ideas and goals, work hard, have fun, and celebrate our achievements
	<b>Excellence &amp; Innovation</b>	We strive for excellence, encourage innovation, and develop our skills to achieve our best

## Key Relationships

<b>Primary internal relationships</b>	Partnerships team, Finance team, Marketing team and Patient & Family Support team
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**Primary external relationships**

Partners, suppliers, corporate and individual fundraisers

## The Person

**Qualifications**

- A combination of relevant experience and/or education/training

**Skills and Experience**

- Experience in support or administrative role within any fundraising team and/or similar industry;
- Demonstrated ability to build and maintain relationships with a wide variety of stakeholders;
- Demonstrated ability to provide support and coordination across a number of campaigns;
- Demonstrated ability to meet deadlines with a high attention to detail, to work under pressure and establish priorities, with a commitment to quality outcomes and customer service;
- Demonstrated experience using a CRM database to support fundraising activity;
- Demonstrated administration skills, including being organised and detail orientated,
- Demonstrated ability to manage suppliers and ensure appropriate outcomes are met;
- Excellent oral and written communication, interpersonal and presentation skills;
- Demonstrated ability to be a motivated self-starter, with a positive 'can do' attitude.

## Job Purpose

**Primary purpose of role**

To support the Partnerships Team to maintain and grow the Children's Hospital Foundation's fundraising campaigns and events.

## Key Responsibilities

**Fundraising**

- Assist with the retention and growth of community and business fundraisers in order to grow Foundation income.
- Assist with authority to fundraise letters, reviewing completed documentation, provide assistance with event promotion.
- Provide support to the partnerships team with responding to email/phone enquiries, processing of income and receipting.

- Stewardship of fundraisers and partners including thank you calls, encouragement calls, thank you visits, calls, thank you letters and certificates of appreciation acknowledging their contribution.
- Assist with the coordination of campaigns and events, ensuring they are implemented in line with both fundraiser and Foundation requirements.
- Support the Partnerships Team by attending store visits at various partnerships venues.
- Work with the Partnerships Manager to manage raffles – including documentation, licence management, compliance, prizes coordination and audit process.

### Events

- Support the Partnership Managers with coordinating all aspects of events (such as Nine Telethon) including development, planning, operations, and logistics.
- Coordinate the day to day resources required to ensure the overall success of the event.
- Assist the Partnerships team with campaign specific events, working with internal and stakeholders to deliver successful events.
- Coordinate and maintain event resources.
- Work with the Patient & Family Support team to coordinate volunteer requirements for events.
- Ensure volunteers are appropriately engaged, briefed, and thanked.

### Administration

- Undertake general administration tasks including, raising purchase orders, filing, tracking invoices, and maintaining registers.
- Provide support across the team to update the CRM database, as required.
- Assist in developing end of campaign reports that are accurate and provide insight into current operations.

## Competencies

### Problem Solving

Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious

### Informing

Provides the information people need to know to do their jobs and to feel good about being a member of the team, unit and/or the organisation; Provides individuals information so that they can make accurate decisions; is timely with information

### Peer Relationships

Can quickly find common ground and solve problems for the good of all; can represent his/her own interests and yet be fair to other groups; Can solve problems with peers with minimum noise; is seen as a team player; easily gains trust and support of peers; encourages collaboration; can be candid with peers

### Functional Technical Skills

Has the functional and technical knowledge and skills to do the job at a high level of accomplishment

<b>Organising</b>	Can marshal resources to get things done; can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently; arranges information and files in a useful manner
<b>Action Orientated</b>	Enjoys working hard; is action oriented and full of energy for the things he/she sees as challenging; not fearful of acting with a minimum of planning; seizes more opportunities than others

## Other Considerations

The Children's Hospital Foundation is committed to child safety. The *Working with Children (Risk Management and Screening) Act 2000* requires that people who work with children in certain categories of employment undergo the 'working with children' check. All Foundation employees must be eligible for a Blue Suitability Card, issued by the Department of Justice and Attorney-General. The issue and maintenance of a positive suitability notice is a requirement for continued employment at the Foundation.