

Job Description

Details

Job title	Development Coordinator	Team	Development
Reports to	Head of Development	Job status	Permanent
Direct reports	N/A	Hours	Full-Time
Effective	July 2021		

Our Vision and Mission

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

Key Relationships

Primary internal relationships	Development Team, Grants Team and Finance Team
Primary external relationships	Donors, consultants, clinicians, researchers and hospital administrators

The Person

Qualifications	<ul style="list-style-type: none">• Appropriate graduate qualifications in a relevant discipline or an equivalent combination of relevant experience and education/training
Skills and Experience	<ul style="list-style-type: none">• At least 3 years' account management and administrative experience in a fundraising and/or sales environment• Demonstrated experience supporting a fundraising and/or sales team to research and identify prospective supporters• Demonstrated experience assisting sales teams to prepare proposals and annual acquittal reports• Demonstrated experience using a Customer Relationship Management (CRM) platform• Demonstrated experience in supporting the coordination and delivery of fundraising and/or sales events• Excellent oral and written communication, interpersonal and presentation skills• Significant initiative and judgement is required, while working within a complex organisational environment• Demonstrated ability to meet deadlines, to work under pressure and establish priorities, with a commitment to quality outcomes and customer service• Excellent qualities in negotiation, tact, discretion and an ability to maintain confidentiality

Job Purpose

Primary purpose of role	The Development Coordinator plays an important role supporting the Development Team to cultivate, steward and solicit support for the Foundation.
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Key Responsibilities

Account Management & Administrative Support	<ul style="list-style-type: none">• Coordinate and administer the Foundation's relationship with institutional partners, Trusts and Foundations, corporates, and Major Donors.• Support the Development team to cultivate, solicit and steward relationships with current and prospective supporters• Support the Development team at all stages of the sales cycle• Prepare supporter letters and proposals• Support the Development team to coordinate and deliver fundraising and/or sales events
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- Assist with the coordination of tours, ensuring they are implemented in line with both fundraiser and Foundation requirements
- Assist the Head of Development and other senior staff within the Foundation to build solid relationships with potential supporters, including members of the community, corporates, trusts and foundations, and support strategies for long-term stewardship of these relationships
- Meet key performance indicators for supporting the cultivation, solicitation and stewardship of donors to the Foundation
- Cultivate and steward close working relationships within the Foundation
- Actively engage in Foundation events and engagement activities

Project Management and Record Keeping

- Undertake general administration tasks including, raising purchase orders, filing, tracking invoices and maintaining registers.
- Ensure enquiries via phone or email are responded to in a timely manner
- Ensure data files and records are kept up to date in the database
- As required, assist in the establishment of new donor funded projects (e.g. bequests, pledges, named buildings, funded positions, research projects, etc.), recording all relevant information in the database
- Ensure administration for gifts is completed and in accordance with Foundation policies, preparing letters, processing income and receipting

Travel and Out of Hours Work

- Attend programs and/or functions outside normal business hours as required
- The position is based at the Foundation Office at South Brisbane, however travel to other sites will be necessary from time to time
- Undertake intrastate, interstate and overseas travel as required for events and activities associated with development and training

Work Health & Safety

- Comply with and champion all Children's Hospital Foundation workplace health and safety policy and procedures
- Take reasonable care at work to ensure your own and others' safety
- Report all known or observable hazards

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
Organising	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
Action Orientated	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.