



Job Description

Position: Coordinator Donor Development

Department: Donor and Income Development

Responsible to: Manager Donor Development

Award & Level: To be negotiated, in conjunction with the terms, conditions and benefits of the current Enterprise Agreement of CanDo Group

Qualifications: Membership of the Fundraising Institute Australia (FIA) and completion of any of the FIA 'Skills' courses would be a distinct advantage. Tertiary qualifications in Marketing, Public Relations or similar would be well regarded.

Special Requirements:

- Must be prepared to work flexibly should the need arise;
- Must be willing to work out of hours including on call, evenings and weekends if required;
- Current South Australian Drivers Licence;
- Access to own vehicle with appropriate insurance when CanDo Group vehicles are not available – mileage reimbursement will be made;
- Must be prepared to undertake a National Police check; and
- Must be prepared to undertake any compulsory training.

Position Objectives:

The coordinator is responsible for:

- Actively contributing to implementation of a vibrant donor development program across CanDo4Kids and Deaf CanDo under the guidance and direction of the Manager Donor Development;
- Supporting the Manager Donor Development and the team to achieve philanthropic income targets of the Group.
- Contributing to strengthening existing philanthropic relationships with individuals and organisations as well as identifying and establishing new relationships.

Responsibilities and Duties:

1. Donor Development / Major Gift Relationships

- a. Actively participate in relationship building activities with donors, taking a lead role where necessary;
- b. Identify key donors, Major Gift Prospects and Potential Bequestors and in association with Manager Donor Development and the Marketing team.

2. Bequest Program

Assist the Manager Donor Development and the Marketing and Communications Coordinator to:

- a. Produce promotional materials for a bequest program;
- b. Identify existing bequestors and coordinate communications with them;
- c. Contribute to any special events and activities designed to engage this group.

3. Direct Mail Campaigns

- a. Under direction, plan and implement donor acquisition and renewal campaigns;
- b. Actively contribute to future campaign planning;
- c. Collaborate with the Call Centre Manager and Client Services Managers to coordinate effective campaigns;
- d. Database updates.

4. Corporate Fundraising

- a. Develop and nurture sponsorships and relationships that result in increased cash and in-kind donations;
- b. Attract business / staff fundraising through social clubs, payroll deductions, company foundations and the like;
- c. Actively support and nurture organisations (and staff) that wish to undertake fundraising activities on behalf of the CanDo Group.

5. Collections

- a. Coordinate the existing collection box campaigns and ensure timely collection, counting and banking;
- b. Establish new opportunities for placement of collection boxes;
- c. Coordinate volunteer collectors at various public events.

6. In Memoriam Donations

- a. Under guidance, develop and execute campaign to increase in-memoriam donations through presentation and promotion to funeral homes and families
- b. maintain database

7. Community Groups

- a. Identify and coordinate promotional opportunities with community groups and service clubs to increase the profile of the CanDo Group and attract donations

8. Merchandising

- a. Manage distribution and sale of third party fundraising products such as chocolates, Entertainment Books and branded merchandise.

9. Promotion and representation of CanDo Group

- a. Develop and maintain effective relationships with external stakeholders and strategic partners;
- b. Represent CanDo Group in relevant external meetings;
- c. Support CanDo Group events as required;
- d. Contribute to the CanDo Group newsletters

10. Work as an integral staff member of CanDo Group

- a. Promote a positive reputation for the CanDo Group;
- b. Contribute to the promotion of services to clients and other agencies;
- c. Attend and participate in all required meetings;
- d. Work in collaboration with other programs and services of CanDo Group;
- e. Ensure adherence to organisational policies, procedures and work practices;
- f. Share information and knowledge with other staff; and
- g. Operate in accordance with CanDo4 Groups' quality assurance framework.

11. Comply with statutory and organisational requirements with regards to Occupational Health, Safety and Welfare and relevant disability legislation

- a. Observe all Occupational Health, Safety and Welfare policies, follow directions and report all Occupational Health, Safety and Welfare matters to the relevant personnel;
- b. Take reasonable care to: protect one's own health and safety at work, avoid adversely affecting the health or safety of any other staff members or individuals through any act or omission at work;
- c. Exercise a duty of care in providing services to individuals; and
- d. Support a non-smoking work environment.

12. Support and uphold the Vision and Mission of CanDo Group

13. Carry out other duties as negotiated with the Manager Donor Development

Personal Specifications

Skills

- Excellent interpersonal and communications skills
- Excellent presentations skills
- Ability to work in the Microsoft Office environment.

Attributes

- Pleasant natured and bright personality
- Professional outlook and a 'CanDo' attitude
- Ability to self-direct and work under pressure;
- Ability to work as part of a team;
- Honesty, integrity and reliability.

Knowledge / Understanding

- Some knowledge of corporate fundraising, donor relations and donor behaviour would be well regarded
- A working knowledge of marketing principles would be well regarded
- Knowledge of a contact management system would be well regarded

Experience

- Previous experience in a similar philanthropic or income generation / relationship building role would be well regarded but is not essential
- Experience of working with volunteers would be well regarded

Document Control Information	CanDoGroup Job Descriptions
Endorsed by Management: November 2009	Due for Review: November 2011
Signed: <i>Elohen</i>	Date: 7/12/09