

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Donor & Relationships Coordinator	<b>LOCATION:</b>	Hobart
<b>REPORTS TO:</b>	Partnership Manager	<b>HOURS:</b>	Full Time
<b>SALARY/AWARD:</b>	SCHADS	<b>LEVEL:</b>	4

### ORGANISATIONAL VISION, MISSION & VALUES:

<b>Vision:</b>	Creating compassionate, resilient and connected local communities
<b>Mission:</b>	Guided by Christian values, Hobart City Mission brings together people who give and people in need, through the provision of client focused, holistic and innovative services.
<b>Values:</b>	<i>The principles that guide our behaviour and decision making</i>
• <b>Honesty</b>	We are honest, ethical and transparent, and this will build trust, with clients, staff and supporters.
• <b>Respect</b>	We respect you so you will respect yourself.
• <b>Teamwork</b>	We work together as a professional team to accomplish the outcomes that we strive to achieve.
• <b>Innovative</b>	We seek to find solutions where none seem to exist, to assist those in need.
• <b>Passion</b>	We are inspired to assist those in need regardless of circumstance and stature.

### PURPOSE OF THE POSITION:

The Fundraising and Bequest Coordinator role works as part of a team of four to deliver effective fundraising and marketing activities and events to raise funds and the profile of Hobart City Mission. The primary purpose of this position is to maximise Hobart City Mission's philanthropic income through effective delivery of the annual giving and bequest programs.

## KEY RESPONSIBILITIES:

- Maintain the integrity of all constituent information on the eTapestry database ensuring that records of contact with all the Hobart City Mission's stakeholders, and all other information, is accurate, comprehensive and up to date
- Analysis and reporting of eTapestry data
- Managing stewardship of mid-level donors and bequestors
- In consultation with the Partnership Manager, coordinate and support regular and ad-hoc fundraising campaigns including direct mail appeals, peer-to-peer campaigns and community-based fundraising
- Development, implementation and maintenance of Hobart City Mission's Bequest program
- Provision of administrative support including market research, reporting on activities, events and appeals, and processing of donations and bequests
- Attending and supporting events as part of the events management team
- Other tasks as may be required, having regard your skills, training and experience

## SELECTION CRITERIA:

1. Previous experience in a fundraising position, preferably in the community services sector or a not-for-profit organisation
2. Demonstrated strong written and verbal communication skills, including the ability to create and foster collaborative and productive relationships with internal and external clients and stakeholders
3. High level organisational, problem solving and decision making skills, including the ability to manage multiple tasks, competing priorities and complete campaigns within timeframes and budgets
4. Demonstrated initiative, attention to detail and positive attitude to work effectively within a small, diverse and busy team environment with minimal supervision
5. Proficient use of computer and software programs including Word, Excel and Adobe Creative Cloud programs

### **CRITICAL SUCCESS FACTORS:**

- Excellent communication skills
- Systems thinker
- Commitment to the role of professional fundraising
- Flexible work practices

### **QUALIFICATIONS, SKILLS & EXPERIENCE:**

- A tertiary qualification in communications or fundraising, or relevant high level experience
- Experience in project management or fundraising
- Strong interpersonal and communication skills
- Strong attention to detail
- Well-developed time management and organisational skills
- Self-motivated with a positive and professional approach to work

### **OTHER REQUIREMENTS**

- Current unrestricted Tasmanian driver's license and own vehicle
- National Police Check
- Ability to work flexible hours (with notice) to attend events as a Hobart City Mission representative

### **PERSONAL QUALITIES & BEHAVIOURAL ATTRIBUTES:**

- Attention to detail
- Strategic Decision Maker
- Excellent Communicator
- Contributing to team success

**ROLE COMPETENCIES & PERFORMANCE KPI'S:**

To be developed when role is filled.

I acknowledge that my duties and responsibilities are as outlined in this position description. I further acknowledge that my duties may be varied from time to time.

<b>EMPLOYEE NAME:</b>			
<b>EMPLOYEE SIGNATURE:</b>		<b>DATE:</b>	
<b>MANAGER NAME:</b>			
<b>MANAGER SIGNATURE:</b>		<b>DATE:</b>	
<b>PERFORMANCE REVIEW PERIOD:</b>			
<b>NEXT REVIEW DATE:</b>			