



## Position Description Fundraising Coordinator (Major Gifts and Partnerships)

<b>Role Title</b>	Fundraising Coordinator, ((Major Gifts and Partnerships))
<b>Team</b>	Partnerships and Growth
<b>Remuneration (if applicable)</b>	\$70,000 -75,000
<b>Award and Grade (if applicable)</b>	
<b>Reports to (Position)</b>	Director of Philanthropy
<b>Direct Reports (Position)</b>	None
<b>Date of Approval</b>	April 2022

### Purpose of Position

The Fundraising Coordinator will work closely with the Director of Philanthropy and the Partnerships Manager to help meet the fundraising goals of Wayside Chapel across the Major Donor, Corporate and Trust & Foundation revenue streams.

The Fundraising Coordinator will be a keystone member of the team, with a concentration on successfully coordinating special events, corporate activity and donor stewardship initiatives. This position will also be responsible for effective and efficient use of resources and the donor management system to measure and achieve development goals. They will be asked to think both strategically about the larger efforts of the department, along with performing highly detailed and creative work daily.

### Vision, Mission and Values

**Vision:** Love over hate.

**Mission:** Creating community with no 'us and them'.

**Values:** Openness (No secrets): We have a profoundly simple mission, which is to create a community, and our message and work are undiluted with other agendas.

**Teamwork (No cowboys):** Our goal of creating community is also our method. We work in a collaborative way to invite people out of singular, individual life into the risky and healing place of community.

**Patience (No rush):** We cannot make people change. If we could, we'd be guilty of manipulation of some kind. Instead, we are on the lookout for sparks of life, signs that people long for better, and we look to engage and help people move to better days and better health.

**Courage (No complacency):** It takes courage to confront people who have lost hope and invite them into the world of relationships with responsibility. Wayside is not an intensive care unit but an invitation into life and community.

Respect (No Judges): People have the right to make their own decisions. People have the right to make bad decisions. People who choose singular misery or even death deserve to have their rights respected. Wayside's mission is not to fix people but to love them and be with them, knowing that if they are really met, they'll really move toward health and life.

#### **Behaviours:**

*Stand Back:* Recognise that we are each necessary, significant but not central. The mission evaporates when we are central. Take a step back when our emotions are high and cool off. When central, the important thing is how we feel, and the most pressing need is to express our feeling. When necessary, significant but not central, in a time of difficulty, the most important thing is to ask, "what facts do I not have" and "who can I talk to for reliable clarity"

*Speak Well:* Identify and appreciate the strengths in colleagues. Recognise that everyone's strengths are also their weaknesses, if we look for weakness, we'll find it and if we look for strength, we'll find it. An atmosphere where colleagues are habitually talked up behind their backs will create an unbeatable team.

*Embrace Errors:* Accept when you have made a mistake, that an opportunity to learn is present. Learning is lost when we spend energy covering our arse or blaming others. Nothing is more liberating than the security it takes to admit that your performance did not cover you or the team in glory. Helping each other embrace moments of learning will build a team that can overcome anything.

*Be Kind:* We do an excellent job of being kind with our visitors, let's also be kind to each other. Kindness is implicit in our vision and our mission. Kindness is not a matter of feeling anything but a matter of acting and participating. You might feel uncomfortable, but kindness will give the benefit of the doubt or begin an uncomfortable but direct discussion.

## **Key Accountabilities & Responsibilities**

### **Corporate Partnerships**

- Coordinate bookings of Corporate Awayside Day volunteering – maintaining corporate inbox and calendar for bookings
- Assisting with Corporate Awayside Days onsite as needed
- Preparation of Corporate proposals
- Admin support for Partnerships Manager – Receipting and invoicing preparation
- Attend corporate events as required
- Coordinate corporate volunteering activities
- Database updates on Salesforce

### **Major Donors**

- Coordination of Major Donor stewardship programs
- Admin support for Philanthropy team
- Database updating and report writing
- Preparation of receipting and mailing lists
- Coordination with other departments within Wayside on major donor matters such as finance, programs and marketing
- Coordination of preparation of cases for support and major donor proposals

### **Trusts and Foundations**

- Maintenance of grants calendar - submission and acquittal
- Coordination of grant researcher and grant writer services
- Liaise with internal stakeholders on grant applications
- Coordinate corporate and major donor events

### **Culture and Leadership**

- Proactively contribute to the creation of a positive, fun, and value-driven culture

## People related Risk Management

- Comply with all relevant legislation and all Wayside policies and procedures

## Other

- Any other duties as directed by the Community Engagement Manager or equivalent role
- Undertake training as required and directed.
- Practice and promote appropriate self-care at an individual, team and organisation wide level.

## Work Health and Safety

- Accountable for complying with legislation and all Wayside WHS policies/procedures and instructions, reporting any hazards or safety issues to your manager and performing all tasks in a manner which guards against risk to self and others within the workplace.
- Undertake risk assessment and safety plans in collaboration with People and Culture

## Core Competencies– key skills, work experience, qualifications

- Ability to work across several projects simultaneously, ensuring activities are well coordinated within budget and delivered on time.
- Demonstrated skills and experience in the development and delivery of events and activities
- Demonstrated skills and experience in working with a range of stakeholder groups
- Acute attention to detail and ability to multitask
- Excellent interpersonal, facilitation and presentation skills
- Administrative, co-ordination and organisational skills
- Sound judgement and proven ability to both exercise autonomy at times and work with a diverse group of collaborators to realise the organisation's goals
- Ability to have fun, celebrate wins and embrace errors
- Passion to make a positive impact on the community and a willingness to work within the Wayside Chapel ethos, support its values and advance its mission.
- At least 3 years work experience in an office environment preferably within a fundraising field
- Intermediate / Advanced Microsoft Office skills including Outlook
- Intermediate CRM skills (preferably Salesforce)

## Key Relationships

Who	Why
<b>Internal</b>	
<b>Director Of Philanthropy and Partnerships Manager</b>	<ul style="list-style-type: none"><li>• Receive instructions and provide specialist support for communication and engagement activities.</li><li>• Assist in the coordination of stakeholder and community information and key messages.</li><li>• Provide progress reports on work outcomes.</li><li>• Keep informed of contentious issues or conflicts</li></ul>

<b>People and Culture Team and Volunteer Coordinator</b>	<ul style="list-style-type: none"> <li>• Work collaboratively to create volunteer opportunities and grow the Wayside Volunteer Program</li> <li>• Keep each other areas informed of events and activities at site.</li> <li>• Work collaborative to ensure that internal events are delivered in line with mission and framework.</li> <li>• Keep informed of contentious issues or conflict</li> </ul>
<b>Marketing, Communications and Fundraising</b>	<ul style="list-style-type: none"> <li>• Develop and maintain effective working relationships and open channels of communication</li> <li>• Keep informed of contentious issues or conflicts</li> <li>• Support in the planning and delivery of external events at the local location</li> </ul>
<b>Volunteers</b>	<ul style="list-style-type: none"> <li>• Engage with our volunteers</li> </ul>
<b>Facilities</b>	<ul style="list-style-type: none"> <li>• Liaise with facilities and IT for events requirements</li> </ul>
<b>External</b>	
<b>Vendors</b> <b>Corporates</b> <b>Major Donors</b> <b>Trusts and Foundations</b> <b>Consultants and Agencies</b>	<ul style="list-style-type: none"> <li>• Develop and maintain collaborative relationships</li> </ul>

## Role dimensions

### Decision making

Priorities and manages day to day demands.

Makes day to day decisions and provides guidance on appropriate courses of action that might be taken to address issues and defers to the Manager on more complex and contentious issues.

### Reporting line

Community Engagement Manager/ Head of Ministry

### Direct reports

None

### Budget/Expenditure

None

### Note

This position description and associated information should not be considered as comprehensive in its description of responsibilities, criteria, or outcomes. It is indicative of the position. The can and will be asked to undertake duties within their competencies, skills and abilities and training that may not be mentioned in this document.

The incumbent of the role should be aware that their position within The Wayside Chapel is dynamic. Wayside Chapel expects continuing development, change and improvement of processes, practices, knowledge and skills.