

## About AIEF

*hard heads, soft hearts, capable hands*

AIEF was established in 2008 in response to community demand from Indigenous families who choose to enrol their children in boarding schools.

Bringing together the government and private sector, AIEF provides scholarship funding for Indigenous students to complete Year 12 or tertiary studies, with career support to help them make a successful transition to employment.

AIEF has grown from one scholarship student in 2008, to now supporting over 1,000 young Indigenous Australians from over 400 communities from every state and territory across Australia.

## The Role

- Full Time
- Surry Hills - near Central Station
- Occasional travel, including interstate

The Executive - Philanthropy is responsible in providing timely, personalised and genuine donor prospect stewardship and administrative support to grow and maintain the AIEF Nation Changers Syndicate program. The AIEF Nation Changers Syndicate is a giving circle of influential philanthropists and thought leaders who provide the transformative opportunity of a quality education to Indigenous children. You will coordinate, prompt and track AIEF leaders' interactions with major donors and secure other major gifts, including from trusts and foundations and provide communications and administrative support.

## Key Responsibilities

- Implement strategies to recruit new members of AIEF's Nation Changers Syndicate and attract other major donors.
- Prepare proposals and other materials.
- Coordinate, prompt and track AIEF leaders' interactions with major donors.
- Coordinate donor mail outs (surveys, appeals, annual report distribution, etc.) to major donors and prospects.
- Support meetings and events with major donors and record detailed notes.
- Undertake research on new, existing and potential major donors.
- Manage annual invoicing processes.
- Supervise annual reporting and acquittal processes for major donors.
- Create and maintain entries and notes in AIEF's customer relations database, following procedures to ensure data quality and integrity is maintained.
- Ensure the Advancement Procedures are kept up to date – revising and refining to reflect current best practice.

## Selection Criteria

The right person for this role will be a well-organised, enthusiastic, results driven self-starter who has:

- A relevant qualification (in Business, Communications, Marketing or similar) and/or at least three years' work experience in relevant roles.
  - Excellent written skills, including the ability to draft grant applications and donor communications.
  - Exemplary interpersonal skills, including effective listening, empathy, discretion, diplomacy and the ability to build and sustain relationships.
  - Strong relationship management and/or customer service experience.
  - Demonstrated ability to meet deadlines and work under pressure and establish priorities.
  - High levels of attention to detail and strong administrative skills.
  - Demonstrated growth and learning mindset; and positive, solution focused attitude.
  - Demonstrated experience writing and presenting proposals to secure opportunities.
  - A fantastic, patient and compassionate telephone manner.
  - Strong Microsoft Office Skills (including Word, Excel and PowerPoint).
- The right person should also:
- Be personally passionate and committed to Closing the Gap through Indigenous education and employment.
  - Personally emulate AIEF's core values.
  - Knowledge of general fundraising practices (Highly Desirable).
  - Well-developed customer relations database skills, Microsoft Dynamics experience beneficial (Highly Desirable).

The Australian Indigenous Education Foundation is committed to the safety and wellbeing of our students, our stakeholders and our team as well as their families and communities. Therefore, we require all new employees starting at AIEF to be fully vaccinated against the COVID-19 virus.

### **The Reward**

- Salary packaging (which can add up to \$15,900 in tax-free pay per year)
- Paid Cultural and Enrichment leave
- Paid Parental Leave
- Additional Annual Leave after three years' service
- Employee Assistance Program, a free and confidential counselling service

### **Application Information**

To apply for this position please send your resume with a cover letter (maximum two pages) addressing the Selection Criteria to [jobs@aief.com.au](mailto:jobs@aief.com.au).

Please apply as soon as possible, applications are considered as they are received.

*All AIEF employees must undergo a National Criminal Record Check by the Australian Federal Police and a Working with Children Check by the relevant State and Territory Government(s) as a condition of employment.*

*We encourage applications from Aboriginal and Torres Strait Islander people, people of all ages, people with disabilities, the LGBTQI community, and people from culturally diverse backgrounds.*



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