

Advancement Executive (Fundraising Assistant)

About AIEF

The Australian Indigenous Education Foundation (AIEF) is a private sector led not-for-profit (NFP) organisation that empowers Indigenous students and young adults to build a future through quality education and careers. AIEF currently supports more than 500 scholars and 500 graduates.

By providing scholarships that enable Indigenous students in financial need to attend leading Australian schools and universities, as well as further mentoring and career support, AIEF assists students to stay at school, complete Year 12 and make a successful transition from school to careers.

AIEF has the highest success rate of any Indigenous education program in Australia and is backed by some of Australia's most influential business and community leaders.

www.aief.com.au

The Role

We want to ensure all donors to AIEF have a straight-forward, satisfying and rewarding experience with our organisation. Reporting to the General Manager, Strategy and Policy, the Advancement Executive works to support the Advancement team to:

- assist in the provision of high quality and satisfying interactions for donors of all levels;
- attract funding through grant processes of trusts and foundations; and
- provide other administrative and communications support.

Key Responsibilities

Data Maintenance

- Create and maintain entries and notes in AIEF's customer relations database, following procedures to ensure data quality and integrity is maintained.
- Pro-actively work to update missing information from entries and identify linkages and opportunities to improve data completeness and integrity.

General Administration

- Coordinate, prompt and track AIEF leaders' interactions with major donors.
- Assist with the processing of donations.
- Manage all return to sender mail and email bounce-backs.
- Take minutes at meetings.
- Manage stockpiles of Advancement collateral and materials.
- Coordinate donor mail outs (surveys, appeals, annual report distribution, etc.).
- Undertake research on new, existing and potential major donors.
- Assist with overflow calls from reception and be a general back-up for Advancement team.

Grants

- Research and identify funding opportunities with trusts and foundations.
- Manage submission timelines, working with other team members to ensure all deadlines are met.

- Prepare grant applications.
- Manage acquittal process.
- Assist in building and managing a sustainable pipeline of grant applications to ensure funding targets are achieved.

Donor Relations:

- Make follow up calls with donors (e.g. credit card expiry dates, incorrect addresses, general anomalies etc.).
- Make thank you calls to donors and assist with over the phone donations.

Communications

- Advising and supporting the development of Advancement collateral and communications.

Selection Criteria

The right person for this role will be a well-organised, enthusiastic, results driven self-starter who is motivated by AIEF's mission and values and has:

- Demonstrated ability to meet deadlines and work under pressure and establish priorities.
- Demonstrated growth & learning mindset and positive, solution focused attitude.
- High levels of attention to detail and strong administrative skills.
- Exemplary interpersonal skills, including effective listening, empathy, discretion, diplomacy and the ability to build and sustain relationships.
- Excellent written skills, including the ability to draft grant applications and donor communications.
- A fantastic, patient and compassionate telephone manner.
- Strong Microsoft Office Skills (including Word, Excel and PowerPoint).
- A relevant qualification (in Business, Communications, Marketing or similar) or at least three years' work experience in relevant roles.

The following experience will also be beneficial:

- Strong relationship management and/or customer service experience.
- Knowledge of general fundraising practices.
- Demonstrated experience writing and presenting proposals to secure opportunities.
- Well-developed CRM skills, particularly in Microsoft Dynamics.

If you are excited by a challenge, have a high attention to detail and have a strong focus on administration, we would love to hear from you.

Aboriginal and Torres Strait Islander people are encouraged to apply.

To Apply

Please send your resume along with a short cover letter addressing the first five selection criteria to jobs@aief.com.au. Please also include where you saw this advertisement.

Applications Close 9am Tuesday 12 June