

Position Description – Coordinator – Advancement (Major Gifts)

Role Title:	Coordinator – Advancement (Major Gifts)
Reports to:	Head of Advancement
People Management:	None
Work type, location:	Full Time, Office based, Surry Hills
Package:	Highly attractive remuneration and benefits package with PBI benefits.
Your own Internal Customers:	(1) Supervisor (and reporting line) (2) Other Executive Committee members (3) Other Team Members
Organisational Customers that all AIEF roles serve:	(1) Students and Alumni (2) Funding partners and donors (3) AIEF Advocates (4) Volunteers

About AIEF

Hard Heads, Soft Hearts, Capable Hands

The Australian Indigenous Education Foundation (AIEF) is Australia’s largest scholarship program, established in 2008 in response to community demand from Indigenous families who choose to enrol and co-fund their children in leading 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.

Backed by some of Australia’s most influential business and community leaders, AIEF has grown from one scholarship student in 2008 to now supporting over 1,200 young Indigenous people from over 400 communities in every state and territory across Australia.

www.aief.com.au

1. Critical Success Factors

The Coordinator – Advancement (Major Gifts) will be an experienced major gift fundraiser with a good understanding of best practice major-gift fundraising practices and a track record of raising six figure gifts to join the Advancement Team at AIEF.

The critical success factors for this role will be to:

- a) Within the first 3-6 months, understand and master the normal business requirements of your role and all the systems, processes and procedures used at AIEF (defined as *BAU Mastery*)
- b) Build and manage a portfolio of 50-100 prospects that have made or have the potential to make a commitment of \$50,000+ and develop sustainable and meaningful relationships with these individuals to identify and deepen their interest in AIEF.
- c) Proactive identification of new Major Donors with the aim of securing new Nation Changers Syndicate and endowment commitments.

2. The Role

Reporting to the Head of Advancement, the Coordinator – Advancement (Major Gifts) will support the implementation of the Advancement strategy to achieve agreed upon targets and KPIs.

3. Key Responsibilities and Functions

As the Coordinator – Advancement (Major Gifts) your responsibilities include Proactive engagement and stewardship of existing prospects with the aim of securing new NCS and endowment commitments (including conducting donor meetings). This involves:

- a) Assist with the coordination and administration of the Advancement Portfolio's Moves Management meetings and process (including tracking all relationship Roles and changes).
- b) Coordinate, prompt and track Relationship Owners/Managers for all individuals for whom you are choreographer.
- c) Prepare proposals, solicitation letters and other cultivation and stewardship materials for Major Gift and Mid-Tier prospects and donors.
- d) Ensure engagement and stewardship plans are developed and in place for all prospects and donors for whom you are choreographer for.
- e) Assist with the development of fundraising priorities and Case of Support.

4. To have success in this role you will also

- a) Obsess over your Internal and Organisational Customers
- b) Lead as an Owner.
- c) Align with AIEF Values and live them in practice.
- d) Demonstrate consistent discretionary effort.
- e) Use time efficiently and effectively on the most important and pressing priorities.
- f) Self-advocate.
- g) Bring an execution mind-set, a bias toward action and a strong work ethic.
- h) Contribute to a high-performance and positive work environment.
- i) Be an exemplary role model for accountability and flawless execution of BAU.
- j) Proactively communicate and manage up.
- k) Be positive, authentic, down to earth, personable and energetic.
- l) Communicate succinctly and with executive level clarity.

- m) Be agile and capable of dealing calmly and professionally to priorities arising at short notice.

5. Essential Qualifications and Experience

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

- a) High level verbal and written communication skills, including the ability to write high quality cases for support/proposals and make engaging presentations.
- b) Demonstrated high level application of fundraising principles, techniques and strategies, in a similar role in fundraising, including a proven history of closing major gifts (\$100k+).
- c) Exemplary interpersonal skills, including effective listening, empathy, discretion, diplomacy and the ability to build and sustain relationships.
- d) Demonstrated ability in managing a variety of internal and external stakeholders across all levels and from varying backgrounds.
- e) Proven ability to plan, develop, deliver and monitor large projects with evidenced success in achieving agreed outcomes and timelines.
- f) Demonstrated ability to work effectively as part of a team and to collaborate across teams to achieve enhanced outcomes.
- g) High levels of attention to detail and strong administrative skills (including Strong Microsoft Office Skills (including Word, Excel and PowerPoint)).
- h) A relevant qualification and/or at least three years' work experience in relevant roles.

AIEF is committed to Child Protection including Working with Vulnerable People, mandatory reporting and the National Principles for Child Safe Organisations. All AIEF employees are required to undergo a National Criminal Record Check by the Australian Federal Police and a Working with Children Check by the relevant State and Territory Governments as a condition of employment.

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, all employees at AIEF need to be fully vaccinated against the COVID-19 virus.

AIEF is a focussed and non-partisan, non-political organisation that advocates for its Purpose, Mission and Vision and works with all levels and of government and politicians of all persuasions, but does not engage in advocacy on any other political issues or social causes, nor does it represent or advocate on behalf of its students, alumni or other stakeholders on any such issues.