

PHILANTHROPY COORDINATOR

Oxfam is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.

Position Number	614
Classification	Category 4
Section/Unit	Fundraising and Resource Growth
Reports to	Major Gifts Manager and such other persons as directed
Hours of Work	35 hours per week
Suitable for Job Share	YES
On Call Duties	NO

Scope of Position

The Fundraising and Resource Growth Section (FRG) at Oxfam Australia exists to inspire and invite individuals, communities and institutions to contribute their financial support, ideas and resources to advance our shared purpose of achieving a just and sustainable world without poverty.

Playing an important role in the Philanthropic Partnerships Unit, the Philanthropy Coordinator is responsible for providing key planning and communications support to all members of the Unit, and managing successful and engaging major donor events. Working closely with the Major Gifts Manager, Development Manager – Philanthropy, Key Relationship Managers and Prospect Management & Research Adviser, as well as key internal stakeholders across the agency, the Philanthropy Coordinator contributes to a diverse range of projects and to the team's income goals.

Key Responsibilities

- Manage all major donor events, including in person events and virtual events, coordinating closely with the Key Relationship Managers, Special Supporter Coordinators and Gifts in Will Coordinator on donor invites
- Provide proposal and report development support to the Key Relationship Managers including story gathering, editing and design (using Canva templates)
- Collaborate with Programs staff and Content Producers to create and manage an ongoing collection of compelling 'You Made a Difference' communications (impact

stories, videos, photos etc.) to be used by the Philanthropic Partnerships team for major donor and prospect stewardship

- Project manage the creation of the annual thematic proposals document and Impact Report
- Coordinate annual major donor acknowledgement lists for the Annual Report, website and Impact Report
- Maintain the Oxfam Circle page of the Oxfam website (with support from the Digital Team), ensuring it is kept up to date with relevant information
- Support the Philanthropic Partnerships Unit on key CRM (Salesforce) requirements including creating campaign codes, putting in requests for improved functionality, updating annual receipt letter copy, preparing donor receipts (where required) and undertaking the role of Salesforce Power User
- Contribute to the Unit's income targets by preparing grant applications for Trusts & Foundations that have been identified by the Prospect Management & Research Adviser (2-5 per annum)
- Support the Development Manager – Philanthropy where required on scheduling, writing minutes and coordinating travel and accommodation for the Philanthropy Advisory Board
- Other duties as required

Living our Values

- Accountability – You are able to set clear goals and monitor personal progress against them.
- Empowerment – You are capable of having open, honest and respectful dialogue with others, respecting and including partnerships and communities perspectives into our working activities.
- Equality – You work to high ethical standards and treat all people with respect.
- Inclusiveness – You embrace diversity and able to enrich work activities with diverse perspectives.
- Sustainability – You are committed to achieving sustainable results in all aspects of their work.

Technical Knowledge & Experience

- Proven experience in planning and project management
- Demonstrated evidence of providing agile and efficient administrative support to multiple team members
- Excellent understanding and knowledge of typical major donor communications
- Computer literacy (including MS Office, Canva, Trello)
- Experience in writing and preparing grant applications (desirable)
- Knowledge of best practice major gift fundraising methodology (desirable)
- Experience with donor/customer databases (desirable)

Personal Skills & Attributes

- Event and project management skills
- Excellent verbal and written communication skills
- Strong attention to detail
- Efficient and dynamic approach to work
- Exceptional interpersonal skills
- Demonstrated high level of administrative skills
- Strong organisation and time management skills
- Ability to multi-task and solve problems effectively
- Commitment to Oxfam's purpose, culture and ways of working
- Customer and goal focus
- High degree of emotional intelligence and humility
- Growth mindset and desire to cross skill
- Flexibility in work undertaken in order to assist colleagues and the organisation
- Sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities
- Openness and willingness to learn about the application of gender/gender mainstreaming, women's rights, and diversity for all aspects of development work
- Commitment to Oxfam's safeguarding policies to ensure all people who come into contact with Oxfam are as safe as possible

Travel

- There is no requirement to travel for this position.

Child Safeguarding

As an agency undertaking work both nationally and internationally and in humanitarian response, OAU takes its duty of care seriously to safeguard children and recognises that it must meet community expectations and the trust placed in its personnel to maintain the highest standards of conduct with children. Therefore, all positions within OAU are required to understand and comply with the Child Safeguarding Policy, Code of Conduct, toolkit and and Social Media User Policy.