## POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Philanthropy Coordinator</th>
<th>Location:</th>
<th>Melbourne</th>
</tr>
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<tbody>
<tr>
<td>Reports to:</td>
<td>Head of Philanthropy</td>
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<td>Date of Effect:</td>
<td>6th January 2020 - negotiable</td>
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### Context

The Australian Sports Foundation is a Not-for-Profit organization and a registered charity whose purpose is to raise money for sport. We are Australia’s leading sports fundraiser, generating over $165m in the last 4 years for investment in Australian sport. Our ambition is to grow funds raised to over $100m a year by 2021 and double participation in sport by 2025.

We believe that sport brings unique benefits to people and communities, and we are committed to ensuring that all Australians have access to sport, regardless of social or economic circumstances, or cultural background. We are committed to securing the support of the philanthropic community to create programs and shifts to see our vision play out.

Our vision is for an Australia where ‘everyone can play’. We seek buy in from Australia’s leading philanthropists, trusts, and passionate supporters of athletes to build the philanthropy program at the ASF, and create the environment required to double participation in sport.

### Primary Job Purpose

To coordinate the Philanthropy program at the ASF under the direction and supervision of the Head of Philanthropy. Areas of responsibility include coordinating the Donor Stewardship Program, the Grants Program, Gift Receipting, and creating supporting documents for donor meetings and events.
# Job Responsibilities

To support the Philanthropy program as it grows through coordination of the Stewardship and Grants programs to increase donations from philanthropic individuals and trusts through best practice fundraising. Key elements of the role include:

1. Support the Head of Philanthropy on a day to day basis as directed.

2. Implement and coordinate the Donor Stewardship Program, ensuring best practice stewardship of ASF donors throughout their donor journey. Including event organising and management, copywriting, creating digital newsletters and other activities as reasonably required.

3. Coordinate the Grants Program including maintaining the grants calendar, collating applications, seeking projects, submitting grants and liaising with stakeholders where appropriate and directed.

4. Process philanthropic gifts and facilitate invoicing and receipting to donors, including the appropriate recognition as outlined in the Stewardship Program.

5. Create and provide comprehensive briefing documents for executive team and board for all philanthropy events and meetings, including state, national, and international.

6. Conduct high level prospect research as directed to broaden the database and guide donor approaches in line with best practice.

7. Demonstrate a strong understanding of the role of philanthropy in sport, and communicate with donors and stakeholders why sport is a deserving vehicle for philanthropy;

8. Represent the ASF at selected exhibitions, stakeholder events and conferences under the guidance of the Leadership Team. This may involve interstate travel at times.

9. Along with all other team members, the role involves actively participating in promoting and modelling the ASF values and behaviours, and contributing to positive organisational change and continuous improvement at the ASF.

## People Management

- No direct reports.
- Added responsibility for knowledge sharing and collaborating with colleagues to help enhance the collective impact and effectiveness of the ASF.

## Budget Management

- No direct responsibility, but will need to work within allocated budgets for travel, event management, and other expenditure related to the role.

## JOB HOLDER CAPABILITIES

### Qualifications and Experience

- Tertiary qualifications or demonstrated experience in sport or fundraising
- Demonstrated experience in building and maintaining relationships
| **Knowledge and Skills** | • Demonstrated understanding of the structure and dynamics of Australian sport  
  • Well-developed communication skills (including interpersonal, negotiation, influencing and presentation)  
  • A proven ability to build and maintain effective relationships both internally and externally with donors and a diverse range of stakeholders  
  • Ability to learn effectively within a role and demonstrate a growth mindset  
  • Ability to manage multiple and at times conflicting priorities |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| **Personal Attributes** | • A true passion for sport, including active engagement as a participant or spectator  
  • Demonstrated commitment to the highest standards of donor relationship management  
  • Demonstrated commitment, drive and initiative to achieve ASF objectives and outcomes, including displaying a work ethic necessary to meet the expectations and needs of the Philanthropy and Executive Team  
  • Self-starter, with proven ability to work under supervision or independently in accordance with the strategy and to achieve agreed goals and targets  
  • Demonstrated capacity to cooperate and work well with others in a cross-functional environment to pursue team goals, share information, support others, show consideration and respect for alternate ideas and solutions.  
  • A “can-do” attitude to problem solving and the ability to pivot according to the job requirements |

**Note:**
- This position may be required to work weekends, or outside ordinary work hours.  
- This position may involve interstate or international travel.  
- The successful candidate for this role may be subject to a National Police Criminal History Check prior to appointment.

**Next Steps:**

Please send your cover letter and CV to courtney.henry@sportsfoundation.org.au before the 30th of November. Applications will be assessed as they arrive, and the position may be filled prior to the closing date so early applications are encouraged. For further information please call Courtney Henry, Head of Philanthropy on +61 426 174 158.