

## CO-ORDINATOR – FUNDING AND PHILANTHROPY

### How to apply

To prepare your application, please provide the following:

- a cover letter
- resume; and
- responses to the key selection criteria contained in the position description.

*Applications that do not clearly address the selection criteria will be disregarded.*

**Applications close midnight on Sunday, 20 June 2021**

### Where to apply

Completed applications may be forwarded to the Chief Executive Officer, Michael Smith; [people@eclc.org.au](mailto:people@eclc.org.au).

### ECLC Recruitment Process

The recruitment process is expected to comprise two stages for short-listed applicants:

- Interview with the selection panel; and
- Professional reference checks.

Applicants may be subject to the following pre-employment checks:

- A current Working with Children Check
- A current Police Record Check
- A current practicing certificate
- Proof of the right to work in Australia

The selection panel may conduct additional interviews or assessments at its discretion.

*Eastern Community Legal Centre welcomes applications from current volunteers of our organisation. It is the position of Eastern Community Legal Centre however that a person cannot be engaged as both a paid employee and a volunteer of the Centre. Please note that if successful in the recruitment process, any current volunteer would be unable to continue in their volunteering role for the duration of their engagement.*

### Contact Us

If you have any questions regarding the role, please contact **Donna Askew** on **(03) 9957 2417**

For further information: [www.eclc.org.au/employment](http://www.eclc.org.au/employment)

Eastern Community Legal Centre knows that our organisation is stronger with a diversity of backgrounds and experience. Aboriginal and Torres Strait Islander people, people of colour, people from culturally and linguistically diverse and refugee backgrounds, people with diverse religious beliefs, gender diverse people, LGBTIQ+ people and people living with a disability are strongly encouraged to apply.

<b>Position Title</b>	<b>Co-ordinator – Fundraising and Philanthropy</b>
Directorate, Team	Partnerships and Community Development
Location	Box Hill
Position reports to	Manager – Quality and Evaluation
Direct reports	Nil
Classification	6
Enterprise Agreement	Eastern Community Legal Centre Enterprise Agreement 2013-2016
Employment type	Initial 12 month contract. Part Time (0.6 FTE), 22.5 hours per week

## About Eastern Community Legal Centre

OUR VISION: Human Rights | Fairness | Justice

OUR MISSION: Eastern Community Legal Centre (ECLC) is a multidisciplinary legal service that works to prevent problems, progress fair outcomes and support the wellbeing and resilience of communities and community members in Melbourne’s East.

Making the most of its abilities and the resources available, ECLC provides:

- information, advice and assistance across a range of legal and related issues
- advocacy to resolve problems at the earliest opportunity
- referrals to community agency partners
- integrated legal services, including through Health Justice Partnerships
- community development and education programs with a focus on rights, responsibilities and options
- primary prevention activities, using broad partnership approaches
- strategic advocacy to change unfair laws and improve systems and practices

OUR VALUES:

<p><b>Respect</b> Appreciating diversity and treating all people with dignity</p>	<p><b>Compassion</b> Understanding the underlying causes of disadvantage &amp; offering support without judgment</p>	<p><b>Advocacy</b> Providing a voice for those who cannot advocate for themselves and joining voices with those addressing injustice</p>
<p><b>Safety</b> Assuring confidentiality for clients and being responsive to their own assessment of safety and wellbeing</p>	<p><b>Justice &amp; human rights</b> Showing courage in encounters with injustice, promoting equitable access to legal help, and working to empower communities</p>	<p><b>Strong governance &amp; assurance</b> Practicing proactive and transparent leadership and striving for continuous improvement</p>
<p><b>Resourcefulness &amp; practicality</b> Finding solutions through working collaboratively and generously sharing expertise</p>	<p><b>Innovation &amp; entrepreneurship</b> Encouraging new ideas, taking calculated risks to increase impact, and leading by example</p>	<p><b>Quality &amp; evaluation</b> Building evidence-based practice through a robust monitoring and evaluation culture</p>

## Position Summary

The Fundraising and Philanthropy Co-ordinator is a newly created position responsible for establishing and growing philanthropic relationships and income to support the work of ECLC.

This is a greenfield opportunity to develop the fundraising program, assisting with implementing a donor database and drive support through fundraising initiatives.

The role will implement an established three-year fundraising strategy and develop key income streams.

Key responsibilities of this role will be developing proposals and partnership pitches across community and corporate partners and trust and foundations, managing effective communication with supporters to grow income and engagement.

This role will be required to connect with key leaders across the practice, managing stakeholders both internally and externally. It will work collaboratively to support relationship-based fundraising, utilising initiative and entrepreneurial thinking to build fundraising campaigns and relationship manage donors in line with ECLC's Strategic Plan.

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## Key Accountabilities

### Implementation of a Fundraising Strategy and relationship building with Philanthropic Trusts and Foundations

1. Lead the implementation of a fundraising strategy and hold responsibility for implementing and developing income streams including philanthropic trusts and foundations, philanthropic partnerships, major donors, workplace giving, individual giving and bequests
2. Ensure all relevant state fundraising legislation and internal fundraising policies and procedures are adhered to, including reporting on the implementation of the Fundraising Strategy
3. Provide strategic advice on emerging issues and identify opportunities that support Centre plans and objectives
4. Represent ECLC in a variety of forums that will enhance grants and fundraising opportunities, and heighten the profile of the Centre
5. Develop and deliver submissions for funding, philanthropic proposals and partnership pitches, including undertaking research as required
6. Maintain and grow program funding need register in line with fundraising strategy
7. Proactively build relationships and research philanthropic opportunities with funding bodies, in collaboration with key ECLC leaders
8. Support, guide and foster an environment of continuous improvement, best practice and innovation within the scope of the role

### Workplace Giving, Individual Giving, and Bequests

9. Research and develop workplace giving including offering, implementation of an online platform and launch to ECLC employees and partners
10. Update and maintain online donation platform and CRM (Raisely)
11. Develop a multi-channel individual giving appeal program, including working in collaboration with communications personnel to develop donor journeys and a calendar of communications

### Administration, Reporting and Evaluation

12. Development and oversight of data protection policies and donor communications opt-in/out procedures
13. Process development of receipting, acknowledgement, stewardship and CRM system coding

14. Utilise ICT-based devices, applications, software and services to support productivity, effective communication and collaboration, and a digitally capable organisation including Fundraising CRM
15. Provide superior customer service to donor enquiries and handle queries appropriately
16. Prepare reports relating to trends and donor response across fundraising streams
17. Undertake related administration tasks including reconciliation of financial data, contract administration and internal reporting
18. Keep abreast of fundraising trends across the not-for-profit sector

### Organisational Participation

19. Undertake professional development in consultation with manager/supervisor
20. Actively participate in meetings with manager/supervisor
21. Participate in organisational activities such as staff meetings, planning meetings and team development initiatives
22. Undertake other duties or responsibilities, as directed, within the scope of this role and consistent with skills, qualifications and experience as may be required from time to time

### Decision Making

23. Decision-making authority over day to day workflow
24. Strategic or program decision making made in consultation with the Manager – Quality & Evaluation

## Key Capabilities

The Key Capabilities apply to all ECLC employees and describe the capabilities that are needed to meet our strategic goals.

Capability	Description
<b>Communicating with Others</b>	<ul style="list-style-type: none"> <li>▪ Adopts a professional communication style that demonstrates audience understanding, using clear verbal, written and interpersonal skills in both positive and negative situations</li> <li>▪ Negotiates confidently from an informed and credible position</li> <li>▪ Actively listens to, considers and acknowledges differing ideas and perspectives and contributes to group discussions</li> </ul>
<b>Working with Others</b>	<ul style="list-style-type: none"> <li>▪ Creates and maintains positive, professional and respectful working relationships and is transparent in all interactions, treating people fairly and equitably</li> <li>▪ Shares information and works co-operatively to solve challenges and build supportive, collaborative and responsive relationships</li> <li>▪ Recognises and reflects upon the impact of own actions/behaviours on others and uses a range of individual or organisational options to resolve interpersonal or behavioural issues</li> <li>▪ Focusses on group results &amp; celebrates teams' successes</li> </ul>
<b>Taking Action</b>	<ul style="list-style-type: none"> <li>▪ Seeks out information from various sources and obtains relevant facts before making decisions or proposing solutions</li> <li>▪ Demonstrates the ability to reach firm and clearly defined decisions, including consideration of broader context and risk, that are timely and objective</li> <li>▪ Takes responsibility for own decision making within scope of authority and delegates, consults and informs appropriately</li> <li>▪ Using a range of techniques, develops workable solutions to problems and challenges in collaboration with others</li> <li>▪ Contributes to and participates in process improvement and new approaches/ideas</li> </ul>

<b>Capability</b>	<b>Description</b>
<b>Coping with Pace, Challenges and Change</b>	<ul style="list-style-type: none"> <li>▪ Explores the reasons for change and is open to new and different ideas, approaches and processes and supports others in understanding change</li> <li>▪ Shows resilience and optimism, and remains calm despite barriers or difficult circumstances</li> <li>▪ Responds appropriately to constructive criticism and conflict situations, learning from experiences and identifying areas of self-development</li> <li>▪ Focuses on achieving objectives even under pressure and adopts appropriate strategies to balance work and life, maintain a reasonable workload and model this for others</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>▪ Motivates and empowers others, providing clear direction, development and coaching, and modelling behavioural standards</li> <li>▪ Supports an organisational culture that reflects ECLC values and vision</li> <li>▪ Values and encourages respect for diverse professional, cultural and personal experience, fostering multidisciplinary learning and practice, internally and with organisational partners</li> <li>▪ Builds and sustains high trust relationships, fostering openness in discussions and demonstrates good emotional intelligence and self-awareness</li> </ul>

## Key Relationships

<b>Contact / Organisation</b>	<b>Purpose of Relationship</b>
<b>Internal</b>	
CEO	<p>Interaction in relation to the completion of key activities and management of key relationships</p> <p>To ensure alignment with organisational strategic objectives</p>
Director – Partnerships & Community Development	<p>Semi- regular interaction in relation to the development and completion of key activities and engagement with stakeholders</p> <p>Regular feedback to support ongoing performance and development</p> <p>To ensure alignment with directorate with organisational strategic objectives</p>
Manager – Quality & Evaluation	<p>Direct line supervisor</p> <p>Regular interaction in relation to the development and completion of key activities</p> <p>Regular feedback to support ongoing performance and development</p> <p>To ensure alignment with directorate with organisational strategic objectives</p>
Communications	<p>To work collaboratively with the Communications Coordinator on joint projects related to promotion of key fundraising and philanthropy related messages</p>
Program Managers / Coordinators	<p>To work collaboratively to further grants, fundraising and philanthropic opportunities</p>
Team	<p>Participate in meetings to share information, provide input on issues and in planning/processes</p>
<b>External</b>	
Funders – including Philanthropic Trusts	<p>To establish and maintain strong relationships and represent ECLC</p>

## Key Selection Criteria

### Qualifications and Specialist expertise

1. Tertiary qualification in a relevant discipline
2. Minimum 5 years relevant experience across multiple fundraising and philanthropy streams

### Knowledge and skills

3. Demonstrated understanding of best practice fundraising practices and principles
4. Demonstrated ability to collaborate with both leadership and team members to co-ordinate grant applications and fundraising appeals to donors using multi-channel marketing activities
5. Demonstrated experience using fundraising specific CRMs
6. Experience assisting with written fundraising communications
7. Excellent donor relation skills including demonstrated ability to proactively acknowledge and engage donors, and respond to donor enquiries
8. Demonstrated ability to engage and liaise successfully with a diverse range of stakeholders both internally and externally including in the philanthropic, community and government sectors at a senior level
9. Capacity to identify and initiate change, and to respond to changing circumstances and priorities
10. Previous experience in fundraising and philanthropy role in NGO, community or legal assistance service sector
11. A demonstrated capacity to think and act strategically and exercise a high level of judgement
12. Excellent interpersonal and communication skills, and ability to produce high quality written and verbal reports
13. Capacity to engage in supportive and constructive mentoring and supervision of staff and volunteers
14. Ability to work independently in a self-directed and self-motivated manner
15. Confident in the adoption and use of ICT-based devices, applications, software and services to support productivity, effective communication and a digitally capable organisation

### Personal qualities

16. Enjoys and has a passion for fundraising and philanthropy
17. Ability to contribute to a positive working environment
18. Ability to manage multiple, competing priorities
19. Discretion and professionalism

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## Additional Information

<b>Child Safety</b>	ECLC is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children at all times. As a 'child safe organisation', employment with ECLC is subject to a current Working with Children Check
<b>Cultural competency</b>	ECLC strives to maintain a culturally competent and inclusive workplace. All staff and expected to undertake cultural competence training.
<b>Equal Opportunity</b>	ECLC is an equal opportunity employer. All staff have a responsibility to be familiar with and adhere to the organisation's policies and procedures.
<b>Flexible Working</b>	ECLC promotes flexible working in order to balance personal and work needs, including working from home and flexible work hours. ECLC also operates a flexi-time system.
<b>Health, safety and wellbeing</b>	ECLC is committed to ensuring the physical and psychological health and safety of all employees, volunteers and other people involved in our organisation activities. Our people are expected to comply with our Health and Safety policy and procedures. It is the employee's responsibility to:

	<ul style="list-style-type: none"> <li>▪ Comply with instructions and take reasonable care to ensure their own health and safety, and that of others</li> <li>▪ Participate in the development of a healthy and safe workplace</li> <li>▪ Immediately report to their supervisor any perceived health and safety risk, and report any injury or illness immediately where practical, including completion of incident/injury forms</li> <li>▪ Not place others at risk by any act or omission</li> <li>▪ Use equipment safely and in a responsible manner</li> </ul>
<b>Pre-employment verification</b>	<p>Appointment may be subject to satisfactory completion of screening requirements including but not limited to:</p> <ul style="list-style-type: none"> <li>▪ A current Police Record Check</li> <li>▪ A current practising certificate in Victoria</li> <li>▪ Verification of work right in Australia</li> <li>▪ Certified copies of qualifications</li> </ul>
<b>Self-referral</b>	<p>It is ECLC policy that no staff member or volunteer shall, under any circumstances, refer work to themselves, their families or other members of their firms.</p>
<b>Work environment</b>	<p>The physical environment requires employees to work mainly inside the office and work for extensive periods on a computer.</p> <p>Some travel may be necessary between office sites and to attend outreach locations and/or meetings. Generally, employees utilise their insured and roadworthy private vehicles with travel costs reimbursed.</p> <p>Occasional evening commitments.</p>

## Acceptance

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that ECLC reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

Employee Name:		Signature:		Date:	
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