

POSITION DESCRIPTION

Position Title	Relationship Fundraising Coordinator
Time Commitment	Full-time (1.0 FTE) permanent
Award Classification	SCHADS 4/ SACS CII
Location	Hybrid mix of work from home and at Melbourne office

ABOUT THE ORGANISATION

WHO ARE WE?

We are an Australian-based organisation, resourcing diverse women's rights organisations primarily in Asia and the Pacific, and contributing to global feminist movements to advance our vision of gender equality for all.

VISION

Gender equality for all

PURPOSE

To defend and advance the rights of diverse women and girls

VALUES

Feminist, Accountable, Collaborative, Transformative

OUR GOALS 2020-2023

1. Resource and contribute to a resilient and vibrant feminist movement
2. Promote systemic change towards gender equality for all
3. Build a resilient and relevant feminist organisation

IWDA is an Australian-based organisation, resourcing diverse women's rights organisations, primarily in Asia and the Pacific, and contributing to global feminist movements to advance our vision of gender equality for all.

We resource the work of diverse women's rights organisations, enable them to be more effective by providing support that goes beyond money, and we make our own contributions to feminist movements through advocacy, knowledge creation and translation.

As part of this contribution, we take actions to decolonise our approach to feminism and development. We want to become the best we can be in the world at north-south partnerships. This means we seek to understand and leverage our locational power so that we know when to:

STEP UP and use our power to leverage resources and access for women's rights organisations, and make our own contribution to feminist movements

STAND WITH feminist movements in solidarity and amplify the work of global south actors

STEP BACK when others are better placed to take the lead.

International Women's Development Agency (IWDA) has an Equal Opportunity exemption (H69/2022) and requests applications from women (including trans women) and non-binary people only.

*IWDA welcomes people with different skills and life experiences, and encourages women from culturally and linguistically diverse backgrounds, women with disabilities and First Nations women to apply. **Preference will be given to applicants who have experience in, or strong community ties to, one of the countries in which IWDA supports partners.***

Any offer of employment will require a National Police Check and endorsement of IWDA's Child Protection Code of Conduct. All applicants must be legally entitled to live and work in Australia.

POSITION SUMMARY

The Fundraising Relationship Coordinator will drive the acquisition, engagement, management and retention of IWDA's major donors and bequestors. The role focuses on developing and implementing a long-term strategy and stewardship program for major donors and bequestors, and cultivating and nurturing new and existing relationships with donors.

The role is responsible for demonstrating donor impact and making appropriate solicitations.

This role will coordinate and grow IWDA's Relationship Fundraising portfolio resulting in significant fundraising income (untied and tied) for the agency.

KEY RELATIONSHIPS

Reports to: Fundraising Manager

Internal: Director of Business Transformation, Business Transformation Team (BT), Leadership Team, Board, Volunteers and Interns, other teams internal to IWDA including Partnerships, Finance and Research, Research, Policy and Advocacy

External: Donors, Trusts, Foundations, Bequestors

KEY RESPONSIBILITIES

- 1. Support the development of Strategic and Operational plans, deliver annual budget**
 - Alongside the Fundraising Manager, contribute to IWDA's Income Plan, and lead content related to major gifts and bequests
 - Develop annual operational plans to ensure relevant strategies are delivered
 - Lead the development of annual major gift and bequest budget, in collaboration with the Fundraising Manager
- 2. Coordinate and support the Major Donor and Bequest caseload**
 - Deliver on agreed budgets, timelines and tactics to achieved agreed strategies and goals
 - Develop and implement tailored stewardship plans and giving goals, for each caseload donor, that match donor passions, interests, communication preferences and giving capacity
 - Engage with donors according to each plan via email, mail, phone, events and face-to-face meetings, as appropriate
 - Communicate with donors knowledgably and confidently about IWDA's programs, policy and research
 - Maintain accurate donor data on donor database
 - Facilitate donor engagement with CEO, Leadership Team and program staff
 - Make appropriate donation solicitations
 - Qualify more donors as needed for the caseload
- 3. Prepare donor reports and proposals**
 - Liaise with program and finance personnel and compile information in order to:
 - prepare donor reports that effectively demonstrate donor impact; and
 - prepare compelling donor proposals, including submissions to Trusts & Foundations
- 4. Work with members of Business Transformation Team**
 - Work with other members of the Business Transformation Team to execute fundraising appeals, process donations and organise events

5. Perform other duties as required

- Prepare portfolio performance reports for management
- Monitor annual budget
- Occasionally represent IWDA in public speaking events, forums and networking events

SELECTION CRITERIA

Technical Experience

Essential

1. Experience managing a portfolio of key relationships
2. Proven track record in meeting or exceeding financial targets
3. Excellent relationship development skills
4. Excellent oral and written communication skills
5. Highly developed organisational skills and attention to detail
6. Ability to work both collaboratively and autonomously
7. Experience using a CRM database

Desirable

1. Financial management experience, specifically in budget monitoring
2. Experience in, or knowledge of, the NFP, international development sector, gender and development and women's rights, or Australian philanthropy sector
3. Experience in researching and engaging new major donor prospects
4. Relevant tertiary qualification
5. Experience in proposal development and reporting

Behavioural Competencies

- Valuing Diversity
- Empowerment
- Managing Work & Quality
- Acting with Transparency
- Building Trusting Relationships
- Collaborating for success
- Learning, Improving & Adapting
- Judgement & Decision Making

GENERAL CONDITIONS

All IWDA staff and volunteers are required to:

- Support and demonstrate IWDA's Values and Behavioural Competencies
- Act at all times in accordance with IWDA's Code of Conduct and Policies
- Act at all times in accordance with IWDA's Child Protection Policy and Code of Conduct
- Undertake a police check prior to commencement and every two years thereafter
- Comply with IWDA's Occupational, Health, Safety & Wellbeing Policy and practices.

TRAVEL REQUIREMENTS

The incumbent may be required to undertake short periods of domestic travel.