

Coordinator, Philanthropic Relations

- Based in Melbourne
- Full-time, 1-Year contract
- Generous Salary Packaging options

About the Baker Institute

Baker Heart and Diabetes Institute is an independent, internationally renowned medical research facility. Our work extends from the laboratory to wide-scale community studies with a focus on diagnosis, prevention and treatment of diabetes and cardiovascular disease.

About the Role

We are seeking a motivated and enthusiastic Coordinator, Philanthropic Relations to join our Community and Corporate Relations team, a high performing team that delivers philanthropic revenue growth. With a focus on mid-value supporters, this role will be responsible for managing a portfolio of donors, building meaningful relationships and soliciting philanthropic gifts.

Duties

In this role you will be expected to:

- Research existing supporter base to identify donors who have the capacity, commitment and inclination to increase their support to the Baker Institute
- Execute the mid-value donor strategy and stewardship plan to develop and grow the mid-value philanthropy program (donors giving up to \$10,000 annually).
- Identify innovative ways of deepening engagement and soliciting donations by tailoring materials and approaches to donors.
- Working with Coordinator, Philanthropic Relations (Stewardship) organise engagement events for major donor groups as required and/or identified.
- Manage a donor portfolio of minimum 150 mid-value donors in various moves management stages and secure donations to meet annual income targets.
- Develop personalised donor journeys for each mid-value donor in the portfolio.
- Implement timely donor strategies through a range of touchpoints including personal calls and face to face meetings with mid-value donors.
- Provide regular work in progress updates against annual income targets.
- Accurately capture data in donor CRM to ensure optimum reporting of moves management and measurement against financial targets.
- Represent CCR to internal stakeholders and develop relationships that maximises collaborative opportunities.

Skills and Experience

You will have:

- Relevant tertiary qualifications in marketing, fundraising or a related field or significant relevant work experience in fundraising
- Experience in coordinating fundraising or relationship based programs
- Experience in donor/customer cultivation and stewardship strategies
- Experience in relationship management techniques including successfully 'making the ask'
- Experience in growing networks, inspiring others and building relationships including high net worth individuals and senior management
- Experience in creating compelling donor proposals and stories
- Understanding of fundraising and relationship management principles

- Proficient experience with Supporter360 - a NFP database highly valuable, but not essential.
- High level of interpersonal skills to liaise across various stakeholder levels
- Excellent oral skills to present to a variety audiences

Benefits

Remuneration will be commensurate with the successful candidate's qualifications and experience.

How to Apply

Applications should include a current resume with details of 3 professional referees quoting **reference (AM01)**. To be eligible to apply for this position you must have an appropriate Australian or New Zealand work visa. For a position description or further information, please visit our website at: <https://www.baker.edu.au/career>.

Application Close: Sunday, 10th March 2019

The Baker Institute is an Equal Opportunity Employer and we welcome interest from Aboriginal and Torres Strait Islanders for roles within the Institute. We value diversity and gender equity and are proud members of the SAGE Athena Swan pilot.

Contact details

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Baker Heart and Diabetes Institute
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