



Philanthropy Coordinator (Major Giving)

Diabetes Victoria is the leading charity and peak consumer body working to **support, empower** and **campaign for** all Victorians affected by, or at risk of, diabetes.

By becoming a part of the Diabetes Victoria family, you will be assisting those affected by what has now become our nation's fastest growing chronic condition.

Based in the Philanthropy team, the position of Philanthropy Coordinator (Major Giving) is responsible for executing the Planned and Major Giving Strategy, and annual Business Development Plan, through best practice supporter development and care for existing and prospective supporters; and assisting the Business Development department to attain its objectives.

Responsibilities of this role include:

- Identifying supporters who are, or may become, middle and major donors, in consultation with the Manager, Planned and Major Giving;
- Stewardship of middle and major gift donors through regular expressions of appreciation and by promoting the overarching achievements of Diabetes Victoria and its supporters;
- Develop compelling and detailed cases for support, impact reporting, proposals and other necessary collateral as required;
- Undertake due diligence of new and prospective supporters to ensure alignment with the mission and strategic priorities of Diabetes Victoria; and
- Encourage and support people who have the capacity to make a major gift to pursue their philanthropic goals by supporting Diabetes Victoria with their gift.

Demonstrated previous experience in a similar role such as middle donor giving, major giving or philanthropy is preferred; as well as high levels of computer literacy, database management and experience working with CRM systems (Salesforce experience is desirable); and experience implementing moves management strategies for a pipeline of major or middle donor supporters and prospects.

The role would suit someone with strong skills in networking and relationship management & development; consultation and collaboration; direct marketing; and communication including written, verbal and presentation delivery.

Please note, eligibility for membership of the Fundraising Institute of Australia and a police check is a requirement for this role. A valid Victorian Drivers Licence is essential to this position.

This is a part-time (0.8 FTE or 60 hours per fortnight), ongoing position.

Diabetes Victoria staff enjoy the benefits of a well-developed Health & Wellbeing program, flexible working arrangements, convenient city fringe location, not for profit salary packaging options, and more! If you have the experience and are enthusiastic about using your skills to make a difference in the lives of Victorians affected by Diabetes, then apply now!

A position description is available from www.diabetesvic.org.au. For queries, please call Brea Pape on 03 9667 1771. Applications should be sent to recruitment@diabetesvic.org.au by Sunday 26 September 2021, quoting position Philanthropy Coordinator (Major Giving).

Diabetes Victoria promotes the safety, wellbeing and inclusion of all children, including those with a disability. We take our commitment to child safety standards seriously and abide by legislative requirements at all times.

Aboriginal and Torres Strait Islander people are encouraged to apply for all positions at Diabetes Victoria

*No agency applications please.