



POSITION DESCRIPTION

Title:	Philanthropic & Trusts Officer
Business Unit:	Marketing & Communications
Location:	Melbourne Metro or other location as negotiated
Employment Type:	Part Time
Reports to:	Philanthropic & Trusts Lead

ABOUT UNITING

Uniting works alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

Uniting is the community services arm of the Uniting Church. We've been supporting people and families for over 100 years. We are 7000 skilled, passionate and creative people providing over 770 programs and services.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we celebrate our diversity and welcome all people regardless of ethnicity, faith, sexual orientation and gender identity. We acknowledge Aboriginal and Torres Strait Islanders as Australia's First Peoples and as the traditional owners and custodians of the land on which we work.

Our purpose: To inspire people, enliven communities and confront injustice
Our values: We are imaginative, respectful, compassionate and bold

POSITION PURPOSE

The Philanthropic & Trusts Officer will be responsible for managing and developing relationships and revenue from private foundations and trusts across Australia to ensure the growth of this revenue stream for Uniting. This role also works to grow corporate foundation revenue

A large part of this role will be the routine development and submission of targeted funding applications and proposals however best results will come from the stewardship and cultivation of relationships with the Founders, Directors and Trustees of trusts, foundations (i.e. building relationships with individuals).

SCOPE

Budget: nil

People: 1

Relationships:

Internal:

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- Marketing & Communications Division (Services Marketing, Brand & Creative, External Comms and Content, Internal Communications, Data & Digital,
- Entire Fundraising team
- Program managers

External:

- Individual Donors

KEY RESPONSIBILITY AREAS

Functional responsibilities

- Implementing a strategy to optimise and increase long term revenue generation and retain support through a trust and foundation (T&F) fundraising program.
- Working with Services Marketing and Program Managers to identify required support of program and services outcomes.
- Implementing plan for a T&F pipeline
- Identifying prospective Trusts and Foundations, establish and nurture relationships, prepare standard and bespoke submissions as per the requirements of the relevant trust and foundations
- Preparing and submitting high quality and compelling funding proposals and acquittal reports
- Implementing both acquisition strategies and engagement plans for new and existing relationships
- Developing and stewarding T&F relationships both internally and externally

Quality and risk

- Identify and adapt best practice to functions within the Fundraising Team;
- Foster and promote a continuous learning environment;
- Identify and participate in personal development that ensure continuing high standards;
- Assist in the implementation of Uniting policies and procedures.
- Ensuring adherence to all relevant fundraising governance

People

- Cultivate proactive team spirit by supporting regular and systematic meetings and joint planning exercises.

Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees, and external stakeholders in accordance with Uniting's values and professional standards of behavior...
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to People and Culture Business Partner.
- Attend mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position.

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PERSON SPECIFICATION

Qualifications

- Tertiary qualifications and / or equivalent experience in Marketing / Communications.

Experience

- At least 3 years Relationship management of donors/clients and identification/cultivation strategies to attract donations/sales
- At least 3 years Fundraising, trust and foundation or individual gift solicitation in the not-for-profit sector
- Experience with developing written applications and funding proposals for trusts, foundations and Private Ancillary Funds
- Negotiation with and influence of internal stakeholders

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values (this is mandatory in all Uniting position descriptions).
- Comprehensive knowledge of, and experiencing in creating content for, a range of fundraising channels within a limited budget.
- Highly developed communication and interpersonal skills, demonstrated through effective negotiation with key stakeholders.
- Proven ability to work independently with little supervision.
- Excellent time management skills and ability to meet deadlines.
- Demonstrated ability to create engaging fundraising content incorporating key messages related to donor insights and organizational imperatives
- Ability to be versatile and adaptable under pressure.

This position description is subject to review and may change in accordance with Uniting's operational, service and customer requirements.

Employee		Manager Name:	
Name:		Title:	
Date:		Date:	
Signature:			

As a 'child safe' organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and Working With Children Check (in Victoria) and/or Working With Vulnerable People Check (in Tasmania) prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.