

NIDA

POSITION PROFILE

Position Title:	Philanthropy Coordinator	Remuneration:	\$82,301, gross per annum + 11% Superannuation.
Organisation Unit:	Development	Employment Type:	Full time
Term of Contract:	2-year contract	Classification:	Education Services (Post-Secondary Education) Award 2020. Level 7.1

OBJECTIVE

NIDA, as a not-for-profit organisation, relies heavily on our Philanthropy and Development team to help support the important role we play in dramatic arts education.

The Philanthropy Coordinator provides pivotal support to the dynamic Development team at NIDA, ensuring the successful delivery of operational projects and programs for existing and prospective Donors, Sponsors, Partners, and Alumni. Reporting directly to the Head of Development, the role is the heart of our mission to support the valuable work NIDA does, by providing essential support through database management, research, and project coordination. As a key member of the team, the role also contributes to the growth of our sponsorship and philanthropic income by managing stewardship, invoicing and proposal writing.

Responsibilities will extend to coordinating and delivering engaging events throughout the year that showcase the best of what NIDA has to offer.

KEY ACCOUNTABILITIES

- Ensure productive relationships are developed and maintained with donors, sponsors, external suppliers, external and internal stakeholders.
- Undertake regular research activities for specific donor and sponsor prospects as directed.
- Effectively maintain NIDA's Trusts and Foundation grants calendar and provide research information for proposal development as required.
- Prepare donor and corporate partnership proposals as well as trusts and foundation applications as required.
- Manage the Donor Stewardship program, coordinate communications and provide excellent event management support for existing and prospective donors.

- Coordinate fundraising appeal campaigns and all related website content.
- Maintain and develop the Donor & Sponsor database for efficient reporting.
- Coordinate and support Philanthropy events including managing suppliers, ticket sales, and donation of silent and live auctions items.
- Coordinate and support the success delivery of NIDA events for supporters, which includes the 'Behind the Scenes' annual giving program.
- Ensure the timely management of processing and reporting of payments, donations and awards.
- Working with the Scholarships administrator and marketing team, ensure effective communications around our scholarships program, including acknowledgment of donations.
- Provide administration support and other relevant duties as required by the Head of Development.
- Adhere to all WHS requirements of the organisation and relevant associated legislation.

KEY PROFESSIONAL RELATIONSHIPS

Reports to: Head of Development

Supervises: Nil

Internal: Director, Commercial Development, Partnerships and Engagement team, Venues & NIDA Theatres team, Student Services, NIDA staff and students as required, NIDA Foundation Trust (NFT) and Parade events Committee members

External: Donors, Sponsors, Suppliers and Alumni

SELECTION CRITERIA

Essential:

- Demonstrated experience in effectively managing and maintaining a CRM database. (Salesforce preferred) to maximise relationship and Philanthropy activities.
- Highly developed communication and interpersonal skills to build effective donor and sponsor relations including donor cultivation and stewardship.
- Experience in researching and writing applications and proposals.
- Demonstrated capability working within a dynamic and results driven team.
- Excellent administration skills and high level of competence with software such as Microsoft Word, Excel, PowerPoint and/or other software such as Canva.
- Experience in events coordination and planning.
- High level of organisational skills with a positive can-do attitude.
- A good understanding of Philanthropy principles and best practice.

Desirable:

- Experience in Philanthropy for not-for-profit organisation/s.
- Experience in a not-for-profit Entertainment, Arts industry or educational environment.

This Position Profile will be reviewed and updated on a regular basis to reflect changes in the requirements of the position.