



Position Description

NAME:	Incumbent
JOB TITLE:	Major Giving & Zero Childhood Cancer Capacity Campaign Co-ordinator
DEPARTMENT:	Major Giving
DIVISION:	Fundraising
REPORTS TO (TITLE):	Major Giving Manager
LAST DATE REVIEWED:	12 December 2019

JOB SUMMARY

To provide equal administration, database management, project management, reporting and prospect research support to both the Major Giving team and the Zero Childhood Cancer, Capacity Campaign team.

PRIMARY TASKS / RESPONSIBILITIES

Zero Childhood Cancer, Capacity Campaign Support

- Provide administrative support to the Capacity Campaign Team and Capacity Campaign Board
- Event management of engagement activities
- Appointment setting for capacity team
- Support relationship management of campaign advocates
- Produce activity summaries for campaign partners
- Compile monthly and quarterly reports

Compile prospect research and profiling

- Research and develop comprehensive prospect research and comprehensive profiles

Manage campaign database

- Manage data and database
- Establish campaign protocols, data entry for all prospects, updating and entering of associated research profiles and campaign activities
- Produce weekly prospect update reports by action date
- Maintain prospect pipeline

Major Giving Support

- Provide administrative support to the Major Giving Manager
- Assist with monthly and quarterly major giving income reports
- Assist with proposal development for prospective and existing major givers
- Event management of engagement activities
- Support relationship management of major givers



Position Description

- Ensure all Major Giving supporter records are up to date in Salesforce
- Provide a support role to logistics for the execution of MG events

MINIMUM REQUIREMENTS

Qualifications experience and requirements

- Excellent database and data management - essential
- Excellent project management and administration skills
- Comfortable working and speaking with external supporters
- Experience with Salesforce, Microsoft suite, Campaign Monitor and fundraising platforms – desirable
- Excellent attention to detail
- Ability to partner with others to execute supporter events with excellence
- Can do attitude, willing to help and work with flexibility

EXPECTED OUTPUTS

- Excellent management of the Major Giving and Zero Capacity Campaign support office with first class customer service to supporters and prospects

Children's Cancer Institute policies applicable

- Code of Conduct/Ethics
- Whistle-blowing
- Use of Electronic Resources
- Workplace Health & Safety
- Appropriate Workplace Behaviour
- Privacy
- Any other policies not listed here but are available on the Children's Cancer Institute Intranet Policies pages

SERVICE STANDARDS AND GENERAL EXPECTATIONS

- Respond to phone calls and emails within 48 hours
- Read internal communications within 48 hours
- Maintain up to date personal information in the HRIS (ConnX - Self Service) at all times

OUR VALUES

A is for **Accountability** and **Integrity**

C is for **Camaraderie**, **teamwork** and **Sharing**

E is for **Excellence** and **Success**

S is for **Satisfaction. The result of living our values everyday**



Position Description

COMPLIANCE AND CODE OF ETHICS AND CONDUCT

Staff members are responsible for ensuring that they are familiar with and comply with their conditions of employment as stated in their individual contract, all Children's Cancer Institute Policies and Procedures and relevant ethical and regulatory guidelines. Staff must be aware that breaches by individuals will not be tolerated or condoned and may be subject to the Disciplinary Action Policy.

Your knowledge and awareness of Children's Cancer Institute Policies and Procedures (including the Code of Ethics and Conduct), will be monitored from time to time to ensure that our compliance program is effective.

Part of compliance adherence involves the use of standardised forms, checklists, and other aids (as appropriate) to ensure that important compliance issues are not overlooked. All forms must be used in accordance with instructions and the procedures as outlined in the relevant policies and procedures to ensure that compliance to the laws and regulations occurs.

WORK HEALTH & SAFETY

- Must adhere to all WHS policies and procedures including reporting incidents within 24 hours
- Take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace
- Actively participating in health and safety meeting, training and induction programs
- Complying with all safe work procedures and instructions
- Use equipment in compliance with relevant procedures, without wilful interference or misuse
- Ensure that any hazardous conditions, near misses and injuries are reported immediately to the supervisor and in the WHS reporting system (Myosh)
- Must not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare

REPORTING STRUCTURE

Position reports direct to: Major Giving Manager

Departmental Structure: See Organisation Chart

Note: Reporting structure may change subject to management decisions and business requirements.