

**POSITION:** Philanthropic Funding Coordinator  
**REPORTS TO:** Supporter Engagement Manager  
**DATE CREATED:** December 2020

## ORGANISATIONAL ENVIRONMENT

Melbourne City Mission (MCM) is a leader and innovator in the provision of services to the community. Established in 1854, Melbourne City Mission is a diverse community support organisation that supports thousands of Victorian people and communities to overcome barriers and disrupt disadvantage to live their life, their way.

As a service provider Melbourne City Mission's work is focussed on supporting people to take charge of their own lives and participate fully in community life. Melbourne City Mission's service profile includes: Children, Youth, Adult and Family; Disability; Employment, Education and Training; Homelessness; Justice; and Palliative Care.

As a social change agent Melbourne City Mission advocates for social policy change and works across all sectors in seeking to achieve sustainable outcomes for communities experiencing disadvantage.

## JOB CONTEXT

The Philanthropic Funding Coordinator is an important member of MCM's Strategy and Engagement team which collaborates with key stakeholders across the organisation to develop and drive MCM's long-term strategy, enhance its key relationships and build its external profile.

The primary functions of the team are:

- Driving MCM's strategic planning, analysis and development activities;
- Managing MCM's brand and delivering marketing activities that support MCM's strategy
- Identifying and growing opportunities for shared values between MCM and key external relationships, including (but not limited to) the public, private benefactors, corporate partners, community and government;
- Collaboratively developing and implementing MCM's outcomes measurement framework;
- Delivering key external and internal events, including MCM's signature event: Sleep At The 'G;
- Managing external and internal communications;
- Managing and/or co-ordinating government relations; and
- Managing public relations and media, including digital and social media platforms, including key services delivered within this department and benefits to the community

## JOB PURPOSE

Reporting to the Supporter Engagement Manager, the Philanthropic Funding Coordinator is responsible for assisting in the development, implementation and evaluation of philanthropic opportunities from individuals, corporates and trusts and foundations, with an emphasis on trusts and foundations.

## JOB OBJECTIVES

**Duties of this role may include but are not limited to the following:**

- Assist the Supporter Engagement Manager , to implement fundraising strategies to optimise income generation from philanthropic sources including individuals, corporate foundations, and philanthropic trusts and foundations
- Work collaboratively with MCM service areas to ensure an understanding of processes, resource requirements and budgets to assist writing and developing funding proposals and applications
- Assist Supporter Engagement Manager to build relationships with current donors and identify opportunities to increase support aligned with MCM’s mission and values
- Provide support in the development of philanthropic campaigns including direct mail, email and social media appeals, as well as funding submissions and proposals.
- Support the delivery of program updates, Impact of Giving Reports and acquittals, and ensure they are provided in a timely and accurate manner to the funding entity
- Update and maintain appropriate data in the Raiser’s Edge database
- Ensure services are delivered within the framework of MCM’s policies and procedures, legislative requirements, and meet the relevant service standards.
- Perform other duties and responsibilities, as directed by the Supporter Engagement Manager or delegate.

**KEY RELATIONSHIPS**

This position may have relationships with a diverse range of MCM employees, external service providers, organisations and stakeholders within the community, with the view to providing the most appropriate and effective services and supports to the people they support. Examples of key relationships are detailed in the following table:

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|-------------------------------|---|
| <b>Internal Relationships</b> | <ul style="list-style-type: none"> <li>• MCM Senior Leadership</li> <li>• MCM service delivery area staff</li> <li>• Strategy and Engagement team</li> <li>• Shared Services staff, e.g., Finance, HR, ICT</li> </ul> |
| <b>External Relationships</b> | <ul style="list-style-type: none"> <li>• Philanthropic individuals</li> <li>• Trusts and Foundations staff</li> <li>• Community stakeholders</li> </ul>   |

**KEY SELECTION CRITERIA**

**Essential:**

- A relevant tertiary qualification and/or a minimum of three years’ experience in fundraising
- Demonstrated experience in the development and writing of philanthropic funding submissions and proposals
- Demonstrated project management skills, including organisation and time management skills with the ability to prioritise tasks, including the ability to work under pressure to tight deadlines
- Experience developing and maintaining strong stakeholder relationships, both external and internal

- Well-developed written and oral communication skills including high levels of accuracy and attention to detail
- Experience using a donor management system, preferably Raiser's Edge
- Computer literacy, including proficiency in Microsoft Office suite.
- Satisfactory completion of safety screening including a National Police check, International Police check (if required), a current Victorian Working with Children Check (Employee), current Victorian Drivers Licence, and the right to work in Australia.

**Desirable:**

- Knowledge of philanthropy best practice and legislation, including commitment to continual improvement

## ORGANISATIONAL REQUIREMENTS AND COMMITMENTS

**Workplace Health & Safety:**

MCM's strategy is to create a working environment in which we have zero tolerance for compromised worker safety. As an employer we endeavour to provide a working environment that is safe for all employees and clients and adheres to Occupational Health & Safety regulations as an employer.

As an employee, you also have Occupational Health & Safety responsibilities as follows:

- To comply with all MCM policies related to Occupational Health and Safety in the workplace.
- Take reasonable care of your own health and safety in addition to the health and safety of your colleagues and clients who may be affected by your acts or omissions in the workplace.

**Client Wellbeing and Safety:**

We are committed to the safety and wellbeing of children, young people, people with a disability and other vulnerable people. We have a zero tolerance of abuse and neglect of all vulnerable people and are committed to actively contributing to a safe organisation in which children, young people, people with a disability and vulnerable people are protected from violence, abuse and neglect. All employees are required to comply with the Child Safe Standards.

**Operational Accountability:**

MCM is committed to operating efficiently, ethically and remaining operationally and financially sustainable.

As an employee you are expected to operate within the requirements of our accreditation, registrations, delegations and work responsibilities as detailed in our various policies and procedures, Code of Conduct and regulatory guidelines.

## COMPLIANCE

## LEADERSHIP CAPABILITY FRAMEWORK

In addition to the key selection criteria, applicants should be able to demonstrate the following attributes:

KEY AREA	BEHAVIOURAL CAPABILITIES
<b>PARTNERSHIPS</b>	<p><b>Influence &amp; Persuasion</b> Delivers a compelling message to gain support for ideas or projects. Acts to influence outcomes for the benefit of the people we work with.</p>
<b>PARTNERSHIPS</b>	<p><b>Collaboration &amp; Cooperation</b> Seeks to find the right solution for all. Stays connected, and works together with colleagues and customers to achieve great things.</p>
<b>PARTNERSHIPS</b>	<p><b>Credibility &amp; Integrity</b> Establishes credibility and trust in the eyes of clients, colleagues, regulators, funders and partners. Is recognised being principled and as having expertise as a leader.</p>
<b>REPUTATION</b>	<p><b>Provable Results</b> Is accountable. Delivers measurable outcomes. Driven and energetic; striving to meet targets and quality outputs for customers and colleagues.</p>
<b>REPUTATION</b>	<p><b>Spreading the Word</b> 'Sells' rather than 'tells'. Takes every opportunity to promote MCM, its services, purpose and philosophy.</p>
<b>REPUTATION</b>	<p><b>Doing Our Best</b> Follows a 'right first time' approach. Sets and expects high standards as a mark of MCM's reputation.</p>
<b>PEOPLE</b>	<p><b>Wins Hearts &amp; Minds</b> Contributes to an environment where people want to do their best work, and show commitment to the One MCM Purpose and Philosophy.</p>
<b>PEOPLE</b>	<p><b>Challenge &amp; Change</b> Forward thinking. Challenges the status quo and looks for innovative solutions to how MCM can make a positive difference.</p>

## OUR VALUES

Employees are expected to commit to and demonstrate MCM's values:

**Together** We are inclusive and accepting of difference.  
We work in highly effective teams and our people are connected across our organisation.  
We engage proactively with others to deliver outcomes.

**Courageous** We speak up constructively in line with our convictions.  
We pursue our goals with determination.  
We are passionate about our advocacy role.

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**Curious** We are inquisitive and ask why.  
We challenge the status quo.  
We actively explore the alternatives.

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**Open** We are transparent and have genuine, honest interactions.  
We listen and hear people's voices.  
We value and respect the autonomy of clients.  
We trust one another.

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**Accountable** We act safely in all our interactions.  
We manage within our financial and resource boundaries.  
We own our outcomes and decisions.  
We are proud of the work that we do.