

POSITION DESCRIPTION

POSITION DETAILS

Position Title:	Philanthropy and Partnerships Coordinator
Reports To:	Philanthropy and Partnerships Manager (P&PM)
Position Type:	Full time, fixed-term contract (12 months)
Salary:	\$75,000 p.a. + super + salary packaging + benefits
Date issued:	February 2025

MAIN PURPOSE OF POSITION

The Philanthropy and Partnerships Coordinator is responsible for supporting the growth of ActionAid’s Philanthropy & Partnerships (P&P) program, which manages relationships with major donors/high net worth individuals, trusts & foundations, corporates and other funding bodies. The role requires high level grant writing skills, project reporting, prospect identification and research, event coordination, and administrative duties to help ensure the profitability and sustainability of the P&P program.

Key objectives of the role are:

1. Develop compelling funding proposals and informative, engaging donor reports and submit within required timeframes
2. Provide administrative support of the philanthropy program including financial acquittals, project management and pipeline administration
3. Ensure all Major Donor records are current and accurate on the database to ensure quality reporting of prospecting and stewardship

KEY ROLES AND RESPONSIBILITIES

Key Responsibilities	Tasks/Duties
Proposal Development	<ul style="list-style-type: none"> • Work closely with the Philanthropy & Partnerships Manager, Programs, and Campaigns & Policy teams to develop compelling and persuasive funding proposals that are highly targeted to a donor’s interests. • Ensure that project proposals adhere to the ACFID Code of Conduct and other internal ActionAid standards.
Narrative and financial Reporting to Donors	<ul style="list-style-type: none"> • Work with the Programs team to produce informative and engaging narrative and financial reports for donors, on a 6 and 12-month cycle. • Manage the report and proposal calendar, tracking and monitoring, including pipeline administration and calendar/task management. • Income tracking and reporting as requested by P&P Manager.
Pipeline and Prospect Research	<ul style="list-style-type: none"> • Identify new prospective individual, corporate, and foundation donors, creating a pipeline of high value fundraising opportunities. • Complete prospect research through a variety of media (online, databases, print publications, etc.) on identified prospects to provide the P&PM, senior leadership team and board complete profiles that include key relationships, capacity and philanthropic interests. • Manage interns supporting on research.
Major Donor Program Support	<ul style="list-style-type: none"> • Work closely with the Finance and Administration team to ensure that project funding is distributed and acquitted correctly, that any remaining restricted balances are dealt with according to the donor’s wishes and to create financial reports for donors where necessary.

	<ul style="list-style-type: none"> • Work closely with the Programs team to ensure that all project management requirements are met, such as project appraisal, risk assessment, reporting and monitoring visits. • Provide support for bi-annual high value appeals to individual donors, including writing appeal, coordinating with design and printing suppliers and ensuring personalised receipting. • Assist with the coordinating of high value events and donor visits, which might include venue logistics, managing invitations and RSVPs, and liaising with ActionAid country offices. • Support other donor stewardship programs including Christmas cards, thank you calls, and arranging donor meetings.
P&P Program and Arise Fund Support	<ul style="list-style-type: none"> • Data analysis and support as requested by the P&PM. • Provide administrative support for the Arise Fund, working with the Head of Partnerships & Impact and P&PM, including logistics for meetings. • Collateral development support – work with the P&PM and Communications staff to develop content such as reports and videos for major donor and corporate communications. Ad hoc tasks as required.
Systems and Processes	<ul style="list-style-type: none"> • Work with the P&PM to ensure high value donor database records are maintained, including all information from prospect research and cultivation activities.

SKILLS & COMPETENCIES REQUIRED

Essential

- A commitment to ActionAid’s vision, mission, and values
- Two to three years’ relevant experience in philanthropy/major donor fundraising and/or grant and report writing
- Excellent written and verbal skills with the proven ability to articulate complex issues in a compelling and persuasive manner both in writing and in person
- Proven project management, financial management, research and analytical skills
- Proactive, self-motivated and target driven. Must be focused on achieving agreed KPIs across all aspects of the role.

Desirable

- An understanding of, and interest in, international development and/or humanitarian relief work
- Experience in managing event logistics
- Experience in developing high value fundraising appeals
- Knowledge of Raiser’s Edge or similar fundraising database considered an asset.