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**Médecins Sans Frontières Australia**

**Job Description**

**Position: Major Gifts Coordinator**

**Trusts and Foundations and Private Ancillary Funds**

**Location: Sydney (Broadway)**

**Reporting to: Major Gifts Manager**

**Supervising: NA**

**Status: Full Time / Permanent**

**Organisational Context**

Médecins Sans Frontières is the world’s leading independent organisation for medical humanitarian aid. We offer medical assistance to populations in distress, to victims of natural or man-made disasters and to victims of armed conflict, without discrimination and irrespective of race, religion, creed or political affiliation.

Because we wish to remain independent 100% of our budget comes from private sources. Every day more than 30,000 Médecins Sans Frontières field staff are providing assistance to people caught in crises around the world. We have offices in 20 countries supporting these teams, including our office in Sydney.

The position to which the Major Gifts Coordinator reports, the Major Gifts Manager is one of four manager roles within the Fundraising Department. The other three are the Direct Marketing Manager, Regular Giving Manager and Data Manager. These positions report to the Head of Fundraising.

The Major Gifts department has specific responsibility for the successful implementation of various projects from which Médecins Sans Frontières Australia expects to generate more than $10 million of revenue annually.

This revenue will be generated primarily from individual major donors, with substantial additional income generated from Trusts and Foundations and Private Ancillary Funds. In addition, the team manages a limited sponsorship and corporate engagement program on a reactive basis.

The Major Gifts program is a relationship based program and our core activities include appeals, events and individual meetings. The Major Gifts team works collaboratively and strives at all times to offer the highest level of stewardship to all our donors.

Médecins Sans Frontières is committed to expanding and improving the medical-humanitarian care it offers to its beneficiaries. The fulfilment of this objective is dependent on the fundraising team meeting its substantial income targets.

# Overall Responsibility

To provide high level support for, and substantially contribute to, Médecins Sans Frontières Australia’s revenue generation activities through assisting in developing, implementing and continually improving strategies targeted at securing major gifts through Trusts and Foundations and Private Ancillary Funds.

The portfolio will include Trusts and Foundations and Private Ancillary Funds who give $5,000 and above in a donor year.

The prime purpose of this position is to:

* Research and report on the landscape of Trusts and Foundations and Private Ancillary Funds including the guidelines and regulatory requirements relating to Private Ancillary Funds.
* Identify all Trusts and Foundations and Private Ancillary Funds on our database and develop a summary report of those in our portfolio with relevant information including contact points and relationships.
* Develop a strategy for leveraging networks within Trusts and Foundations and Private Ancillary Funds on our database.
* Develop a strategy for acquiring new Trusts and Foundations and Private Ancillary Funds by identifying and qualifying prospects using a broad range of internal and external data sources.
* Develop an engagement strategy, networking, templates and a database of information for writing acquittals and reports for gifts received.
* Write and submit applications for funding to national and where appropriate international Trusts and Foundations to maximise financial return.
* Develop strong relationships with key decision makers within granting bodies.
* Keep a grants calendar to maximise the number of funding applications being made and achieve significant increase to income.
* Work with Major Gifts Officer to ensure completion of projects within budget and by deadlines.
* Where appropriate, work with other members of the fundraising team to integrate major donor strategies into relevant aspects of other fundraising activities.
* In conjunction and consultation with the Major Gifts Manager, facilitate the involvement of the Executive Director, members of the board and senior staff in aspects of the Trusts and Foundations and Private Ancillary Funds Program as appropriate.
* Provide a direct contact for Trusts and Foundations and Private Ancillary Funds within the organisation as appropriate.
* In conjunction with the Major Gifts Manager, take individual responsibly for the relationship management of Trusts and Foundations and Private Ancillary Funds.

In addition, the role will also contribute to the strategic development of the Major Gifts fundraising and provide support to all other areas of the Major Gifts Program and work with the Major Gifts Manager, Major Gifts Coordinator, and the Major Gifts Officer to ensure the ongoing success of the Major Gifts Program.

The primary success measure for this position is income raised, however non-tangibles including preservation of brand integrity in representing Médecins Sans Frontières to the public and maintaining and developing relationships with key supporters and suppliers are also vital to the successful fulfillment of the role.

**Budget**

* Work with the Major Gifts Manager and Major Gifts Coordinator to establish income and expenditure budgets for all aspects of the major gifts program.
* Ensure that all projects are carried out with and within approved expenditure limits.
* Ensure all deliverables including and program timings and expectations are met. Take appropriate action to meet any divergence from expected deliverables.
* Assist the Major Gifts Officer in the production of regular reports on the status of Major Gifts programs.

**Internal Relationships**

* Ensure all internal relationships are of a high standard and contribute positively to the growth of the Fundraising Department and the organisation as a whole.
* Ensure the Supporter Relations Team is fully appraised of ongoing and upcoming work.

**Compliance**

* Ensure that all work undertaken meets legislative and regulatory compliance, including Trade Practices Act 1974, various state and territory fundraising legislation and others as appropriate.
* Ensure all work produced is in accordance with Médecins Sans Frontières Australia Style Guidelines.
* Ensure compliance with Médecins Sans Frontières Australia financial accountability processes.
* Ensure all Médecins Sans Frontières Australia policies and procedures are complied with including due diligence.
* Any other relevant compliance regimes including WH&S.

**Travel**

* It is likely that this position will be required to undertake interstate travel.
* This position will not be required to undertake international travel.

**Other**

* Contribute positively to team cohesion.
* Represent Médecins Sans Frontières Australia in external fora as appropriate including networking events.
* Undertake other fundraising related activities as may be required by the Major Gifts Manager or the Head of Fundraising.
* Maintain a knowledge and understanding of the external major gifts and Trusts and Foundations and Private Ancillary Funds environment.

**Selection Criteria**

**You must address the selection criteria in your application.**

### Essential Criteria

* Previous experience working within a relationship based program
* Demonstrated understanding of fundraising and philanthropy
* Experience working with Trusts and Foundations and knowledge of how the sector works
* Demonstrated skills with CRM databases -preferably RE
* Strong computer literacy skills, as well as the Microsoft Office suite of products, including excel.
* Highly developed, written and verbal communication skills and highly developed presentation skills.
* Effective proposal, submission and report writing skills and experience.
* Excellent effective interpersonal skills and the ability to comfortably engage in conversation with high value donors and to interact successfully with diverse groups of people.
* Ability to manage a diverse range of stakeholder relations.
* Experience in project managingbudgets.
* Creative thinking and solution focussed problem solving ability.
* Ability to work in a team and foster team spirit.
* Ability to undertake interstate travel.
* Current right to work in Australia.

### Desirable Criteria

* Knowledge of Médecins Sans Frontières and its work
* Relevant tertiary qualification
* Exposure to the NGO environment

**Applications**

Applications MUST address individual selection criteria. You should also write a cover letter indicating why you want to work for Médecins Sans Frontières Australia and attach a copy of your CV.

Please note that a criminal record check may be required as part of the selection process. Applicants with criminal records will not automatically be ineligible for the position they are applying for.

Médecins Sans Frontières Australia has a Child Protection Policy in place and all employees are required to comply with this policy.

**Applications close: Sunday 11 March 2017**

Applications and enquiries to HR Advisor

Email: officerecruitment@sydney.msf.org