

**TITLE Fundraising Coordinator**

<b>Reports to</b>	CEO
<b>Direct reports</b>	None
<b>Position</b>	Full-Time
<b>Location</b>	Claremont, WA

**ROLE PURPOSE**

Reporting to the CEO, the Fundraising Coordinator supports fundraising efforts for Perth Symphony Orchestra (PSO), driving income generation from both philanthropic donations and grant awards.

This dynamic role involves:

- **Strategic Planning:** Designing and implementing philanthropic initiatives and events to fuel PSO's fundraising growth.
- **Donor Stewardship:** Creating opportunities to cultivate and develop relationships with existing and potential donors, connecting donors with PSO's multi-faceted work.
- **Campaign Execution:** Coordinating annual giving campaigns and special initiatives like Women on the Podium.
- **Data Management:** Maintaining a robust donor database to inform decision-making and optimize fundraising strategies.
- **Grant Coordination:** Identifying suitable grant opportunities, crafting compelling applications, and delivering on acquittal requirements.
- **Relationship Building:** Fostering positive relationships with public and private sector funding bodies.
- **VIP Ticketing:** Collaborating with the Administration Coordinator and Ticketing Coordinator to manage VIP ticket allocations and donor benefits.

This role requires a strategic mindset, exceptional communication skills, and a passion for fundraising in the arts.

**KEY FUNCTIONS AND ACCOUNTABILITIES**

<b>Grant Writing</b>	<ul style="list-style-type: none"> <li>• Support research of new grant opportunities.</li> <li>• Maintenance of Grant Tracker sheet.</li> <li>• Writing of grants in consultation with project lead.</li> <li>• Assembly of grant supporting materials including budgets (working with Project Lead and Financial Controller).</li> <li>• Submission of grants in line with published due dates.</li> <li>• Working with team to ensure collation of ongoing feedback and evaluation material to support acquittal.</li> <li>• Writing of acquittal in consultation with project lead.</li> <li>• Submission of acquittal in line with due date.</li> </ul>
<b>Donor Relations &amp; Gift Processing</b>	<ul style="list-style-type: none"> <li>• Providing first point of contact for current and potential donors.</li> </ul>

	<ul style="list-style-type: none"> <li>• Drafting and sending external donor correspondence including acknowledgment letters and receipts in line with the Philanthropy Matrix.</li> <li>• Compile letters and PSO collateral in response to donor inquiries.</li> <li>• Ensure that gifts are processed in line with organisational guidelines and regularly reconciled with the finance team.</li> <li>• Liaise regularly with program staff to gather relevant statistics and collect examples of PSO's work and programs to inform donor correspondence.</li> </ul>
<b>Database Management</b>	<ul style="list-style-type: none"> <li>• Maintain Donor Database integrity.</li> <li>• Monitor the security and access levels of the database in line with protocols.</li> <li>• Ensure that records are accurate and up to date.</li> <li>• Prepare regular reports for Board and CEO including fundraising actual v target, number of donors, VIP attendance lists.</li> <li>• Assistance with PSO IMPACT Doc to ensure correct tracking for grants applications, acquittals, and Annual Report, providing regular reminders to team members to also update.</li> </ul>
<b>Donor Stewardship &amp; Prospect Research</b>	<ul style="list-style-type: none"> <li>• Work closely with CEO and Creative Director in stewardship and cultivation of donors to ensure growth in philanthropy income.</li> <li>• Work with team to plan and execute events to connect stakeholders with PSO musicians and music-making.</li> <li>• Research and identify prospective foundations, major donors; follow fundraising-related news, research, trends, and best practices.</li> <li>• Manage and maintain event files and donor correspondence.</li> </ul>
<b>Events</b>	<ul style="list-style-type: none"> <li>• Coordination of donor engagements post/pre-show and rehearsals including artistic liaison.</li> <li>• Preparation of event invitations.</li> <li>• Preparation and distribution of Event run- sheet and guest list.</li> <li>• Liaise with the Artistic and Production team regarding any Front of House activations.</li> </ul>
<b>Marketing and Communications</b>	<ul style="list-style-type: none"> <li>• Work with Marketing Coordinator to plan annual appeal mailings and donor communications.</li> <li>• Support regular EDM for stakeholders including suggestion of topics and articles.</li> <li>• Ensure correct use of PSO brand in documents including letters and agreements.</li> <li>• Work with Partnerships Manager to ensure philanthropic webpages are updated as required.</li> <li>• Work with the Marketing Coordinator to suggest content for PSO website and socials.</li> </ul>
	<ul style="list-style-type: none"> <li>• Support CEO with corporate funding applications.</li> <li>• Work with Ticketing Coordinator regarding ticketing requirements.</li> </ul>

<b>Additional Responsibilities</b>	<ul style="list-style-type: none"> <li>• Other projects as assigned to help meet PSO development and goals.</li> </ul>
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**QUALIFICATIONS, ATTRIBUTES AND CAPABILITY**

<b>QUALIFICATIONS</b>	Tertiary qualification such as Bachelor of Business/Arts Administration is desirable
<b>ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Team-first attitude</li> <li>• Flexible and adaptable</li> <li>• Positive, collaborative and resourceful</li> </ul>
<b>CAPABILITY</b>	<ul style="list-style-type: none"> <li>• Excellent customer service and interpersonal skills</li> <li>• Strong written and oral communication abilities</li> <li>• High level IT skills including proficiency with MS Office, particularly Excel, Outlook and Word</li> <li>• Excellent administrative skills including planning and record-keeping</li> <li>• Experience working under deadlines and ability to manage multiple deadlines</li> <li>• Self-motivated and proactive</li> <li>• Creative, flexible and willing to work collaboratively as a team member</li> </ul>

**VALUES**

<b>STAND UP, BE BOLD</b>	We are brave and fearless, open to new ideas and not afraid to speak up and break the rules. We share a sense of fun that inspires a belief that anything is possible.
<b>LIVE TO INSPIRE</b>	We act with passion and pride to create high quality, ground-breaking and memorable musical and cultural experiences for everyone.
<b>MAKE IT HAPPEN</b>	We are motivated, agile and adventurous. We lead, embrace and adapt to change with a fierce determination.
<b>EVERYONE MATTERS</b>	We embrace, respect and welcome everyone and their ideas. We act with integrity, treat people equitably and in a way they feel heard and valued. We reflect the spirit of WA and its people through our actions and activities.
<b>TOGETHER AS ONE</b>	We actively build authentic and meaningful relationships and partnerships, embracing opportunities to work together in new ways. We are one team that supports and encourages the unique contribution that everyone brings.

## **COMPETENCIES**

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- **LEADERSHIP** – can lead by example demonstrating appropriate behaviours and attributes in line with core values of self and company. Holds self to account and demonstrates sound judgement in decision making.
- **COMMUNICATION** – able to communicate information and ideas clearly and articulately and anticipates the information that others will require. Uses the appropriate language, style and methods depending on the audience and the purpose of the communication.
- **PLANNING AND ORGANISATION** – able to achieve results in a quality, timely, and cost-effective way. Sees priorities, plans the efficient use of resources, and monitors progress against objectives. Anticipates crucial stages in projects. Formulates alternative means of achieving objectives. Responds effectively to unforeseen events.
- **RESILIENT** – measured confidence to take on demanding work or put forward views when they may be challenged. Stays calm in a crisis. Handles competing demands. Overcomes setbacks. Welcomes and learns from criticism.
- **TEAM WORK** – actively participates in team. Encourages co-operation. Aware of the needs of others and responds flexibly. Shares information and supports other team members. Can get things done through others and set realistic objectives. Seeks opportunities to develop others. Prioritises team goals over individual goals.