

TITLE Fundraising Coordinator

Reports to	CEO
Works with	Community Engagement Manager, Partnerships Manager
Position	Full Time (or Part-Time 4 days)
Location	Claremont, WA

ROLE PURPOSE

Reporting to the CEO, the Fundraising Coordinator provides support for grant funding for Perth Symphony Orchestra (PSO) projects, securing income from government, corporate and private foundations and other funding bodies to enable projects that align with PSO's vision of *Music for Everyone*.

This dynamic role involves:

- **Strategic Planning:** Working closely with the CEO and CEM to determine projects and match funding solutions with company's community engagement and creative vision.
- **Data Management:** Support team in maintaining accurate data information which will then be used in grant acquittals.
- **Grant Coordination:** Identifying suitable grant opportunities, crafting compelling applications, and managing reporting requirements.
- **Relationship Building:** Fostering positive relationships with public and private sector funding bodies.

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

KEY FUNCTIONS AND ACCOUNTABILITIES

Grant Writing	<ul style="list-style-type: none"> • Writing of grants in consultation with project lead. • Assembly of grant supporting materials including letters of support, images and budgets (provided by Project Lead and Financial Controller). • Managing grant assembly process with agreed timeline. • Submission of grants in line with published due dates. • Working with team to ensure collation of ongoing feedback and evaluation material throughout project implementation. • Writing of acquittal in consultation with project lead. • Assembly of materials to support acquittal including letters of support, images, videos and other materials. • Submission of acquittal in line with due date.
Database Management	<ul style="list-style-type: none"> • Maintenance of Grant Tracker sheet. • Entry into data tracking document and reporting for grant applications, acquittals, and Annual Report, liaising with team members to ensure alignment with entire team.

	<ul style="list-style-type: none"> • Prepare Board Reports that provide key metrics for grant revenue compared with budget. • Maintain stakeholder database including community partners, educational institutions, and regional contacts.
Grant Prospecting	<ul style="list-style-type: none"> • Research new foundations and grant opportunities. • Reach out to funding bodies to speak about PSO initiatives and identify matches between funding sources and PSO's work. • Work closely with CEO and CEM to follow up new leads that may be identified during networking events. • Identify funding opportunities specifically for community engagement, education, and regional programs. • Follow fundraising-related news, research, trends, and best practices.
Marketing and Communications	<ul style="list-style-type: none"> • Write updates and identify images for ENews to communicate grant impact and deliver any marketing benefits required for funding bodies. • Ensure Logos and Names of funding bodies are correctly stated in program and other reports. • Develop case studies and impact stories showcasing PSO's community engagement work. • Support creation of promotional materials for community programs and regional initiatives
Stakeholder Relations and Events	<ul style="list-style-type: none"> • Invitations to funders to PSO events. • Assistance with coordination of events to support Community Engagement projects. • Support of Corporate Partnerships deliverables in relation to PSO concerts. • Maintain relationships with regional councils and community organizations. • Work with Philanthropy Coordinator to organise donor recognition activities and stewardship events. • Support volunteer coordination for community events.
Additional Responsibilities	<ul style="list-style-type: none"> • Other projects as assigned to help meet PSO fundraising goals. • Assist with impact measurement and evaluation of community programs. • Support partnership development with educational institutions and cultural organizations. • Contribute to strategic planning for community engagement expansion.

QUALIFICATIONS, ATTRIBUTES AND CAPABILITY

QUALIFICATIONS	Tertiary qualification such as Bachelor of Business/Arts Administration is desirable
ATTRIBUTES	<ul style="list-style-type: none"> • Team-first attitude • Flexible and adaptable

	<ul style="list-style-type: none"> • Positive, collaborative and resourceful • Cultural sensitivity and awareness, particularly regarding Indigenous communities • Passion for community engagement and social impact
CAPABILITY	<ul style="list-style-type: none"> • Excellent writing skills • Ability to think strategically and use data and outcomes to present compelling case for project impact. • Reasonable IT skills including proficiency with MS Office, particularly Excel, Outlook and Word • Administrative skills including planning and record-keeping • Experience working under deadlines and ability to manage multiple deadlines • Self-motivated and proactive • Creative, flexible and willing to work collaboratively as a team member • Experience in community engagement, education, or cultural sector (desirable) • Understanding of regional and remote community dynamics (desirable)

PERTH SYMPHONY VALUES

STAND UP, BE BOLD	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.
LIVE TO INSPIRE	We act with passion and pride to create high quality, ground-breaking and memorable musical and cultural experiences for everyone.
MAKE IT HAPPEN	We are motivated, agile and adventurous. We lead, embrace and adapt to change with a fierce determination.
EVERYONE MATTERS	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.
TOGETHER AS ONE	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

- **COMMUNICATION** – able to communicate information and ideas clearly and articulately and represent the company in written form. Uses 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** – 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.
- **CULTURAL AWARENESS** - Demonstrates sensitivity and respect when working with diverse communities, particularly Indigenous communities. Understands the importance of cultural protocols and community consultation in program delivery.