

JOB ADVERTISEMENT

PHILANTHROPY STEWARDSHIP COORDINATOR

Employment Type: Part time
Maximum term contract until 31 December 2024

Location: Melbourne

Teach For Australia would like to acknowledge the many Traditional Custodians of the lands throughout Australia. We pay our respects to their Elders past, present and emerging, for they hold the memories, the traditions, the culture and hopes of Australia's first peoples.

- Opportunity to work with an engaged community of educators - working to **close the education gap**
- **Flexible work practices**, including the option to work from home
- Allowance and time off work for **professional development**
- Join us in our commitment and vision for [Reconciliation](#), in a space where we learn and grow together

About the Position

Provide operational and event management support, which enables the team to steward a broad range of stakeholder relationships to achieve ambitious revenue targets with a focus on building mutually beneficial relationships in pursuit of achieving Teach For Australia's mission.

About Teach For Australia

Our vision is an Australia where education gives every child, regardless of background, greater choice for their future. The mission is to grow a community of leaders committed to equity for children and young people, by recruiting and developing exceptional people to teach and lead across Australian schools

About You

- At least five years relevant experience in a similar role (e.g. managing systems and processes)
- Bachelor's level degree in a related field or commensurate work experience
- Developed understanding of the Australian political decision and demonstration of applying political acumen
- Experience in contract management and support
- Experience in event management and support
- High level written and oral presentation skills
- Ability to work closely with senior team members

How to Apply

For an opportunity to take your place in this life-changing organisation please [Apply here](#), by 11.59pm AEDT on **Sunday, 4 December 2022**.

All enquiries can be directed to jobs@teachforaustralia.org.

Please note that you must have the appropriate right to work in Australia in order to be eligible for this role.

Successful candidates will be required to undertake a National Police Clearance, and obtain a valid Working With Children Check.

For more information about Teach For Australia and its impact on educational disadvantage, please visit <https://teachforaustralia.org/>.

JOB DESCRIPTION

Role Title:	Philanthropy Stewardship Coordinator	Financial Accountability:	\$NIL
Function:	Philanthropy & Partnerships	People Management:	0 first level (direct) 0 second level (indirect)
Reports To:	Director, Philanthropy & Partnerships		

Role Purpose

Provide operational and event management support, which enables the team to steward a broad range of stakeholder relationships to achieve ambitious revenue targets with a focus on building mutually beneficial relationships in pursuit of achieving Teach For Australia's mission.

Qualifications and Experience

Essential

- At least five years relevant experience in a similar role (e.g. managing systems and processes)
- Bachelor's level degree in a related field or commensurate work experience
- Developed understanding of the Australian political decision and demonstration of applying political acumen
- Experience in contract management and support
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Desirable

- Experience in the NFP sector
- Experience supporting the operations of a revenue generating team
- Experience in event management

Skills, Attributes and Knowledge

Essential

- Passion for our vision, with a strong fit with our core values
- Knowledge of pipeline development and contract management
- Database management skills (preferably Salesforce), including ability to identify requirements and work with colleagues to implement solutions
- A strong systems and process focus, with the ability to design and improve systems and processes
- Strong communication and interpersonal skills, with an ability to engage with cross-org teams and individuals to achieve outcomes
- Ability to communicate effectively with a diverse range of internal and external stakeholders, tailoring style as necessary to suit the audience
- Strong planning, organising and project management skills to meet goals and objectives – holding others to account as necessary
- Strong work ethic with an orientation to work efficiently and effectively





Key Accountabilities

Administration, Logistics and Team Support

- Administrating logistics associated with CEO, Director Philanthropy & Partnerships and broader team engagement with key stakeholders (including correspondence, briefings, meeting requests, diary management and internal engagement with related functions)
- Support administration of philanthropic contract reporting
- Ensure timely and high-quality response to philanthropy requests, including briefings, data requests and reporting
- Lead knowledge management systems within the organisation and ensuring efficient tracking of information
- Support the development and implementation of effective systems and processes that support fundraising efforts, including system for pipeline management and stewardship
- Provide research and prospecting support to Development team on request
- Research and prepare stakeholder briefs in advance on engagements
- Plan content (in conjunction with the Philanthropy Communications Lead) and deliver communication tools and materials including newsletters, social media content, acknowledgement of gift thank you's and TFA highlight email updates, to our growing base of Individual donors.
- Develop and deliver a comprehensive calendar of "touch-points" (both events and communications throughout the year) to provide an excellent experience for our donors
- Draft grant applications and external communications where needed.

Event Management

- Project manage/ plan, coordinate and deliver Philanthropy and Donor stakeholder events
- Provide logistics support to team members who are responsible for cultivation events including but not limited to invitations, RSVP's, venue and catering bookings
- Brief associates, alumni and TFA team members in advance of cultivation events, ensuring they are comfortable and informed about the role they are playing
- Liaise with other functions across TFA to prepare for events including but not limited to, CEO Office, Government Relations & Media, Marketing & Communications, Community and Programs.

Systems, Processes and Information Management

- Identify efficiencies for systems and processes of the Philanthropy & Partnerships team and lead implementation of changes as necessary
- Ensuring high level management and maintenance of Salesforce and other tools used by the team
- Understand the Salesforce requirements of the Philanthropy & Partnerships team and liaise with the Salesforce Administrator to ensure a fit-for-purpose database structure
- Support team members to ensure active management of information and data, including data entry where required
- Engaging in and supporting functional projects where required or directed by the Director Philanthropy & Partnerships



Our Values

Serve the Students

Everyone at TFA works in service of our vision for children and young people: an Australia where education gives every child, regardless of background, greater choice for their future. Our partnerships – with teachers and leaders in schools and across communities, organisations and systems – is in service of making their future fairer and brighter.

Have High Expectations

Having high expectations – for ourselves, of others, and of what should be possible for students – is essential. The students we serve deserve no less. This does not mean setting unrealistic expectations that cannot be met, however this does mean having a sense of possibility and being motivated by a bold ambition.

Make It Happen

To best serve students and their futures, we know there is a lot of work to be done. Not all of it will be straightforward. We act with deliberate intent. 'Hope is not a strategy'; we use data, creativity and the wisdom of experience to plan then execute. Our work is a marathon not a sprint, so we pace ourselves, working hard and smart.

Get There Together

We have a big vision and mission. We can't – and won't – achieve it on our own. Authentic, mutually reciprocal relationships come first. We know that relationships – with students, colleagues, the TFA community, and countless others involved in this work – underpin everything else. Through trusting relationships, we can harness the power of collaboration and foster a collective sense of belonging.

Celebrate Along the Way

We find joy and possibility in the big vision of what could be. We celebrate the strength and uniqueness of every student, and those who work in service of them. To sustain ourselves, we strive to laugh often and celebrate the small wins along the way. We believe in acknowledging contributions, recognising how far we have come by leveraging our strengths, and working with gratitude, humour and a bit of fun to keep us motivated for the journey ahead.

