

Major Gift Coordinator

Position description

Do you want to use your incredible fundraising skills and passion to help fight for environmental justice and solve the climate crisis? Join a growing and successful fundraising team at Environmental Justice Australia and be a critical part of helping us achieve our goals.

You will be working on a highly successful, well-established Major Donor program right at the commencement of its growth plan, with the exciting opportunity to learn best practice fundraising relating to donor relationship management and major gift solicitation.

You will assist in leading cultivation and stewardship of existing major donors for retention, gift upgrades and multi-year pledges, and acquisition of new major donors.

This newly created role reports to the Head of Fundraising and works closely with the Head of Fundraising, Co-CEOs, and external agencies.

This role would be ideal for a career fundraiser looking to move into the Philanthropy stream or a Major Gifts/Relationship fundraiser looking for flexible/part-time hours.

Environmental Justice Australia is an equal opportunity employer. Aboriginal and Torres Strait Islander people, women, people from culturally and linguistically diverse backgrounds, LGBTQI people and people with a disability are encouraged to apply.

About us

Environmental Justice Australia is a leading public interest legal organisation. Our lawyers act on behalf of people and community organisations to safeguard health; protect magnificent forests, rivers and wildlife; and tackle the climate crisis. We partner with communities and other social justice organisations because we are stronger together.

Using innovative approaches, we find the best legal solutions to climate and environment issues. Our team works inside and outside the courtroom to make the system fair and just for all. We work on issues and in areas of Australia where we can have the most impact.

Values

Collaboration: We work in partnership with community and other organisations because we are in this together

Respect: We treat everyone with respect and we value different perspectives as we know we can learn something from everyone

Ambition: We aim high and are at all times focused on achieving maximum impact for nature, climate and communities

Positivity: We maintain hope and a positive approach because we believe we can change the world

Justice: We are driven by our sense of justice – it's at the core of everything we do.



Responsibilities

Working closely with the Head of Fundraising and Co-CEOs you will:

- develop and maintain positive and respectful relationships with major donors
- identify new major donor prospects via data-driven analytics and insights
- perform prospect research
- produce meeting and solicitation plans
- produce meaningful and personal correspondence for major donors
- identify and cultivate gift upgrade plans
- ensure data integrity, confidentiality and ongoing data maintenance via moves management processes and data input (Salesforce)
- work closely with internal stakeholders to deliver meaningful and timely donor care
- contribute to the overall goals and objectives of the EJA Fundraising Team
- contribute to the wider EJA team and the running of the organisation and office, uphold EJA's values and participate in all relevant aspects of EJA planning, review and reporting.

Selection criteria

Essential

- At least 2 years' experience in the not-for-profit, fundraising and/or relationship management field (ideally in a climate/justice/First Nations/nature-based organisation).
- Excellent relationship skills, with demonstrated experience in building and maintaining positive relationships with broad range of people.
- Ability to work autonomously with minimal supervision.
- Strong skills relating to data including analytics, interpretation and manipulation.
- Ability to be agile and respond to donor needs and deadlines.
- Experience using donor databases (bonus for Salesforce).
- Excellent verbal, written and phone-based communication skills including the ability to drill down into complexities to produce a compelling proposition that meets donor needs.
- A passion for fundraising and donor centricity and a commitment to environment or social justice issues.
- Initiative, energy, self-motivation, and ability to work effectively both independently and as part of a collaborative team environment, with shifting and tight deadlines.

Desirable

- Experience as a major gift fundraiser.
- An understanding of the wonderful world of philanthropic giving and a strong desire to learn, grow and work to best practice.

Location

Melbourne, with the opportunity to work regularly (but not exclusively) from home. Other locations in Australia will be considered for an exceptional candidate.

Terms and conditions

Terms and conditions for these roles will be negotiated based on the following:

- The position is part time at 0.6EFT (three days per week) and permanent.
- EJA encourages flexible work arrangements: days and hours of work will be negotiated.

- The role is based in Melbourne at our office in Carlton, with travel outside Melbourne required occasionally. Other locations will be considered for an exceptional candidate.
- Out of hours work is required occasionally.
- Terms and conditions of employment are based on the SCHADS award with over-agreement salary and conditions depending on experience. Salary range for full time is \$104,180 to \$109,800 (0.6EFT \$62,508 to \$65,880) depending on experience, plus superannuation and leave loading. The salary range will increase in October to \$108,000 to \$114,000.
- Please note that salary sacrificing is not available.

Benefits of working with EJA

You will be an important part of a lean but high-impact organisation. We are proud to offer our staff a supportive workplace with excellent conditions, including:

- Supportive work environment and opportunity to work regularly from home, with options for flexible work hours.
- Five weeks of annual leave a year plus an additional three days off (pro rata) over the Christmas period.
- 17.5% annual leave loading.
- Above-award salaries increased each year.
- 16 weeks' parental leave (pro rata).
- A range of other above-award leave offered.
- Ongoing professional development opportunities.
- Access to our Employee Assistance Program and wellbeing support.
- The Melbourne office has secure bike parking and is close to public transport as well as countless cafes, restaurants and shops and the Victoria Market.
- Be part of an organisation that values and celebrates cultural diversity.

How to apply

Send us a brief application comprising:

- your resume; and
- a statement of no more than 3 pages detailing why you want to work with us and addressing the selection criteria outlined above. NOTE that if you do not address the selection criteria your application will not be considered.

Email your application to recruitment@envirojustice.org.au

Enquiries: Emma Wills (03) 8341 3107 emma.wills@envirojustice.org.au. No recruitment agency enquiries please.

Closing date: Sunday 15 September at 11.59pm (AEST) but applications will be considered as soon as they arrive, so get your application in as early as possible.