

Key Relationships Officer – Parental Leave Position Description – November 2022

JOB OVERVIEW

TITLE	Key Relationships Officer – Parental Leave
REPORTS TO	Key Relationships Manager
LOCATION	60 Leicester St, Carlton VIC 3053 with potential for flexible home working arrangement.
SALARY	EV3.1 \$68,646 plus superannuation and generous leave conditions as per Environment Victoria EBA
TERM	12 to 14 month fixed term parental leave cover

WHO WE ARE

Environment Victoria is one of Australia’s leading not-for-profit environment groups, with a strong history of running strategic, dynamic, people-powered and successful campaigns to take action on climate change and improve environmental protections. Together with over 200,000 Victorian supporters we’re campaigning to solve the climate crisis and build a thriving, sustainable society that protects and values nature. Our campaigning is solutions-based, founded on research and aims to build enduring community power. Our team of about 20 staff value being nimble, creative and fun.

This position sits in a successful fundraising team and is perfect for a passionate person who wants to build their skills in major gifts fundraising to help solve the climate crisis. Previous experience is preferred but not essential. Enthusiasm and willingness to learn are more important.

We strongly encourage applications from Aboriginal or Torres Strait Islander people, people of colour, women, people with disability, members of the LGBTIQ+ community.

WHO YOU ARE

You are highly motivated and passionate about protecting Victoria’s environment and acting on climate change. You have great oral and written communication skills and love to inspire others to take action. You are bold and not afraid to ask for financial support in person or over the phone. You enjoy meeting new people and building relationships with diverse groups.

You are organised, autonomous, proactive and enjoy driving your own projects. You like being on top of admin tasks and will happily turn out and support event logistics. You are proficient with numbers and data and can identify patterns and opportunities.

You may have had prior experience in fundraising, sales, theatre and performance, events or community organising. You are goal-orientated and enjoy working towards a target. Formal education, qualifications, and extensive experience matter less to us than passion for Victoria’s environment, initiative, and drive.

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THE ROLE

The Key Relationships Officer will join Environment Victoria's fundraising team to grow income from Environment Victoria's key relationships program including mid-value donors, major donors, trusts and foundations, and gifts in Wills.

This role will primarily be responsible for identifying, managing, and cultivating a caseload of mid-value and selected major donors from the existing supporter base, as well as supporting the Key Relationships Manager to deliver the Gifts in Wills and Trusts & Foundations programs.

Tasks will include developing donor plans, making calls, personalising appeal letters and propositions, donor research, supporting events, grant applications, printing and distributing marketing collateral, and providing regular donor report-backs.

The mid-value program specifically sits between major gifts and direct mail and therefore between highly personalised and mass communications.

The role will require both organisation and strong people skills to provide tailored and personal communications to a significant number of key supporters.

Environment Victoria is 100% funded by our amazing supporters and this role is crucial to ensure we stay an independent and strong voice for the environment.

ACTIVITIES

- Manage an existing caseload of mid-value and major donors and prospect for new donors from the wider Environment Victoria supporter base.
- Grow your caseload's giving through tailored financial asks and propositions.
- Steward your caseload of donors through personalised report-backs, thank you calls, personalised receipts, and other regular tailored communications about Environment Victoria's programs and the impact of a donor's support.
- Coordinate the bequest program and respond to additional requests from supporters about gifts in Wills and other fundraising requests.
- Ensure a complete and up to date record of all interactions with supporters on our Salesforce CRM.
- Support the Key Relationships Manager to deliver the Gifts in Wills, Major Gifts, and Trusts & Foundations programs including:
 - Coordinating and supporting event logistics
 - Writing grant applications and acquittal reports
 - Organising the printing and distribution of fundraising collateral
 - Other administrative tasks as required.

Performance measures

- Deliver agreed annual budget targets for funds raised from your caseload.
- Meet targets for donor acquisition and retention.
- Deliver agreed stewardship and solicitation plans for your donor caseload.
- Ensure swift follow-up of queries and requests.
- Deliver an agreed schedule of events.

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- Proposals, acquittals, and donor report-backs delivered on time in the agreed format.
- Ensure Salesforce CRM is accurate and up to date.

SELECTION CRITERIA

Essential

- You are passionate to solve the climate crisis and support Environment Victoria's vision to build a thriving, sustainable society that protects and values nature.
- You are an excellent communicator, who connects easily across diverse groups and individuals.
- You are goal orientated and enjoy working towards a target.
- You have strong organisation skills and enjoy working autonomously and managing your own projects.
- You have good IT skills (including Excel and Salesforce or a similar CRM) and are competent with analysing data and numbers.
- You have experience in inspiring others to take action. This could be in asking donors to give financial support, asking supporters to volunteer or a similar role in a commercial environment.

Desirable

- You have experience in fundraising and/or sales. Telemarketing and F2F fundraisers are highly encouraged to apply.
- You have public speaking experience. This could also include performance or drama experience.
- You have fundraising training (FIA, CFRE or Veritus Major/Mid Donor Academy training).

If even a couple of these criteria speak to you, you could be the perfect person for the job. Formal education, qualifications, and extensive fundraising experience matter less to us than passion for Victoria's environment, initiative, and drive.

TERMS AND CONDITIONS

This is a full-time position subject to a three-month probation period under the terms of the Environment Victoria EBA. Remuneration is at level EV3.1 \$68,646, Environment Victoria is strictly non-partisan, and an equal opportunity employer.

Environment Victoria staff are required to operate in a manner consistent with organisational policies. After hours and weekend work will occasionally be required.

REPORTING

The successful applicant will report to the Key Relationships Manager.

HOW TO APPLY

To apply for this position please submit the following:

- A short cover letter (no more than 1 page) explaining your interest in the role and Environment Victoria

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- A current CV (no more than 3 pages)
- Responses to each of the selection criteria (no more than 2 pages).

Applications will be considered for the role on an ongoing basis and may be appointed before the close date, so please email your application ASAP along with a CV and cover letter to admin@environmentvictoria.org.au no later than **9:00 AM Friday 23 December 2022**

The position is available to commence from December 2022 through to February/March 2024

For more information about Environment Victoria, visit our website:
www.environmentvictoria.org.au.

For more information about the position, contact Jonathan Storey, Fundraising Director at j.storey@environmentvictoria.org.au or call 03 9341 8103.