

**Position Title:** Philanthropy Coordinator  
**Location:** Hobart, Tasmania  
**Reports to:** Philanthropy & Engagement Manager



### **Background**

The [Tasmanian Land Conservancy](#) (TLC) is a for-purpose (not-for-profit), apolitical, science and community-based organisation that protects nature on private land in Tasmania. The TLC has a diverse business model, with revenue comprising philanthropic programs, government and non-government grants and conservation business opportunities. At the TLC we pride ourselves on our collaborative, outcome-focused workplace, and we respect and acknowledge the diversity of people, culture and communities. The TLC seeks new ways to achieve conservation that values nature and the economic, cultural and social benefits it provides us all.

### **Scope of Position**

The TLC's vision is for Tasmania to be a global leader in nature conservation, through the delivery of the organisation's four Strategic Intents as outlined in the [TLC 2020-2025 Strategic Plan](#). The role of the Philanthropy Coordinator sits predominantly in the delivery of the 'People' intent working in the Philanthropy & Engagement Team. The role leads the delivery of the TLC's mid-level giving and regular giving programs, workplace giving and twice-yearly appeals. Reporting to the Philanthropy & Engagement Manager, the position will also support the major giving and gifts in wills program, and other engagement programs as required.

The position requires a dynamic, high-energy philanthropy professional with a commitment to TLC's vision and values and exceptional interpersonal skills. Interstate travel to other state capitals and to TLC reserves is required from time-to-time.

### **Responsibilities**

1. Implement TLC's fundraising program activities including but not limited to the mid-level donor program strategy, regular giving and workplace giving growth, twice-yearly appeal delivery including compilation of communication materials, delivery of events and supporter stewardship.
2. Evaluate and report on the mid-level and regular giving programs and twice-yearly appeal progress and outcomes, as required.
3. Support the Philanthropy & Engagement Manager in the delivery of the major giving strategy and related supporter stewardship.
4. Support in the delivery of the TLC's gifts in wills program.
5. Provide additional support related to the delivery of TLC's fundraising program including data management, market and prospect research.
6. Deliver exceptional stewardship and customer service to TLC's supporters and broader stakeholders.

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7. Participating in TLC community engagement including events and supporter trips, and contribute to TLC's marketing and communication activities.
8. Promote a safe working environment in accordance with the TLC's policies and procedures, including Workplace Health and Safety, People and Culture and Fieldwork.
9. Other duties as directed by the Philanthropy & Engagement Manager.

### **Qualifications, Experience, Skills and Competencies**

#### **Qualifications**

1. Tertiary qualification in marketing, business, public relations, philanthropy/fundraising, or equivalent experience.
2. Manual drivers licence.

#### **Essential Experience, Skills and Competencies**

1. Minimum 2 years' experience in a professional fundraising role or similar, with a relationship building and/or customer service focus.
2. Highly advanced emotional intelligence with excellent empathy and interpersonal skills.
3. Demonstrated experience using client relationship management (CRM) systems and ability to adopt and effectively use digital software.
4. Excellent written and verbal communication skills.
5. Ability to work to deadlines, including successfully prioritising and managing tasks.
6. Ability to work collaboratively and effectively as a member of a small, highly skilled team.
7. Knowledge of philanthropy, fundraising principles, and the for-purpose sector.
8. Self-motivated with the ability to work independently and with initiative.

#### **Desirable Experience, Skills and Competencies**

1. Demonstrated commitment and/or interest in the environment and nature conservation.
2. Provide First Aid certificate (or equivalent), or the ability to obtain.

#### **Position Type**

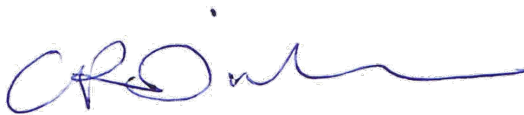
Fixed-term (until 30 June 2025), negotiable FTE (0.8 - 1.0 FTE = 60.8 - 76.0 hours / fortnight).

#### **Salary**

A remuneration package (pro rata) based on TLC Professional Level 2.3 – 2.6 (plus statutory superannuation) commensurate with qualifications, skills and experience.

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Authorised by the TLC's Chief Executive Officer (Acting).



Dr. Catherine Dickson

Date: 06 February 2023