

## POSITION DESCRIPTION

### Gifts in Wills Coordinator

#### Part-time (3 days pw)

ORGANISATIONAL OVERVIEW	
<p>As the international development organisation of the Australian Jesuit Province, Jesuit Mission works with our most vulnerable sisters and brothers overseas, empowering them to live full and free lives. We partner with local Jesuits and companions in Asia and Africa to provide a range of support and training programs, including life-changing education programs for girls and boys; healthcare and livelihood training to some of the world's poorest communities; support to vulnerable individuals through pastoral care, and emergency relief to communities affected by disasters.</p>	
ORGANISATIONAL VALUES	
<ul style="list-style-type: none"> <li>• Welcoming: forming strong, faithful relationships</li> <li>• Discerning: being reflective and strategic in all we do</li> <li>• Courageous: standing up boldly to effect change</li> </ul>	
ORGANISATIONAL RESPONSIBILITIES	
Positive Working Relationships	
<ul style="list-style-type: none"> <li>• Manages self so as to work collaboratively and productively as part of a well-functioning and dynamic team that contributes positively to the work of Jesuit Mission and its values</li> <li>• Facilitates good, productive and appropriate working relationships with Jesuit Mission and the Society of Jesus staff, volunteers, donors, partners, suppliers and other Jesuit ministries</li> <li>• Works closely with the Society of Jesus Province and other Jesuit ministries to ensure that the work of Jesuit Mission can be completed in the most effective and efficient manner</li> </ul>	
Respect	
<ul style="list-style-type: none"> <li>• Behaves in a culturally and linguistically sensitive manner that respects everyone regardless of their background, gender, sexuality, ethnicity or ability</li> <li>• Provides and promotes an environment of mutual respect, dignity and fairness – free from discrimination, harassment, victimisation, bullying and violence to ensure that acceptable standards of conduct are maintained at all times and takes appropriate action if unacceptable conduct is observed</li> </ul>	
Quality Assurance and Continuous Improvement	
<ul style="list-style-type: none"> <li>• Attends relevant meetings, workshops, conferences and training, as required</li> <li>• Becomes familiar with and follows the Province's quality and standard policies, procedures and management instructions</li> <li>• Is open to new ways of doing things that enhance working in an environment that subscribes to the Ignatian way</li> <li>• Strives for continuous improvement in the quality system and work practices by being alert to opportunities for improvement</li> </ul>	

## Occupational Health and Safety

- Complies with the requirements of relevant Work, Health and Safety (or Occupational, Health and Safety) Acts and related procedures developed by the Mission
- Works in a manner that considers duty of care for self and others and be safety conscious at all times
- Reports inappropriate behaviours which endanger self or others including bullying and other harassing behaviours / incidents
- Reports to work physically and psychologically fit for duty
- Ensures all work areas are maintained in a safe condition and reports (to manager) if they are not
- Completes site induction (where necessary)

## PART 1: POSITION SPECIFICATIONS

### POSITION STRUCTURE

Reporting structure:	Reports to	Philanthropy Coordinator
Team Unit:	Works within	Fundraising & Communications team

### POSITION OBJECTIVE

The Gifts in Will Coordinator is responsible for growing the Jesuit Mission Gifts in Wills portfolio, and developing and implementing the Gifts in Wills marketing and relationship stewardship program.

Jesuit Mission raises funds to support the works of Jesuits and their companions in developing countries.

### POSITION SPECIFIC RESPONSIBILITIES

KEY ACCOUNTABILITIES	KEY TASKS
Gifts in Wills	<ul style="list-style-type: none"><li>• Work with the Fundraising team to develop and implement a Gifts in Wills strategy to drive income growth.</li><li>• Effectively cultivate, solicit and steward supporters towards long-term commitment to Jesuit Mission, and grow the number of intending and confirmed bequests.</li><li>• Deliver exceptional relationship management, through face to face meetings, telephone, mail and email contact. This will include interstate travel from time to time.</li><li>• Develop personalised communication materials, and provide support in developing direct marketing campaigns with a focus on converting to confirmed gifts.</li><li>• Conduct research and profiling to identify prospects within the donor database.</li><li>• Planning and participation of events for Gifts in Wills and High Value supporters.</li><li>• Coordinate the administration of deceased estates.</li></ul>
Stakeholder and supplier relationship management	<ul style="list-style-type: none"><li>• Maintain open and collaborative working relationships with staff to plan schedule of work and share information.</li><li>• Leverage external relationships and networks to identify prospective givers.</li><li>• Provide proactive support to the retention and stewardship program for Jesuit Mission supporters, and work collaboratively with the Philanthropy Coordinator on High Value supporters.</li></ul>

Planning, systems and file management	<ul style="list-style-type: none"> <li>• Measure and report on the effectiveness of the Gifts in Wills program.</li> <li>• Ensure all documentation and key correspondence relating to Gifts in Wills is properly filed and referenced in the Raiser's Edge database, and that supporter records are up to date.</li> <li>• In collaboration with Communications and Fundraising Manager maintain policies and procedures for the Gifts in Wills program.</li> </ul>
Industry, Compliance & Regulatory	<ul style="list-style-type: none"> <li>• Ensure that Jesuit Mission communications relating to Gifts in Wills adhere to Australian legislative requirements and development best practice.</li> <li>• Stay abreast and up-to-date with best practise fundraising and Gifts in Wills practices, especially in the NFP and international development sector.</li> </ul>
General	<ul style="list-style-type: none"> <li>• Assist in the delivery of this work in accordance with the mission, strategic plan, and policies and procedures of Jesuit Mission.</li> <li>• Actively participates in team meetings, strategic planning and attends events and functions as required.</li> </ul>

## KEY COMMUNICATIONS

<b>Internal</b> CEO Rector Communications & Fundraising Manager Philanthropy Coordinator International Programs Manager Communications Coordinator Community Engagement Coordinator Office Coordinator Supporter Care Coordinator Volunteers and Event Committees Finance Manager	<b>External</b> Jesuit Mission partners Jesuit Mission program participants Jesuit Mission supporters and donors, including schools and parishes Jesuit Social Ministries and services Suppliers Law firms or Solicitors Estate planners
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### PART 3: SELECTION CRITERIA

SELECTION CRITERIA
<b>Essential</b>
<ul style="list-style-type: none"><li>• Excellent interpersonal and communication skills, and ability to engage in mature, emotionally intelligent conversations</li><li>• Experience working with Gifts in Wills, relationship fundraising or applicable / transferable client relationship experience</li><li>• An understanding of and willingness to work within the Catholic ethos</li><li>• Ability to use a CRM database (ideally Raiser's Edge) and to research and capture relevant data</li><li>• Experience in developing and implementing plans that deliver on objectives within budget</li><li>• Ability to share and tell stories that promote the organisation's values and mission, and connect with supporters, including presenting at events or to supporter groups as required</li><li>• A positive and dedicated person who can juggle tasks and enjoys a challenge</li><li>• Excellent computer skills including Microsoft Word and Excel</li></ul>
<b>Desirable</b>
<ul style="list-style-type: none"><li>• An understanding and willingness to promote Ignatian spirituality and Gospel values within the workplace</li></ul>

Position Description updated	April 2019
Approved by	Chief Executive Officer