

# Position description

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Position title	: Partnerships & Events Officer
Reports to	: Director, Philanthropy and Partnerships
Employment type	: Permanent / Full-time (1.0 FTE)
Location	: Sydney
No. of direct reports	: Nil
Date	: September 2023
Approved by	: Director, Philanthropy and Partnerships

## The operating environment

### SVA overview

Social Ventures Australia (SVA) is a not-for-profit organisation that works with partners to alleviate disadvantage – towards an Australia where all people and communities thrive.

We influence systems to deliver better social outcomes for people by learning about what works in communities, helping organisations be more effective, sharing our perspectives and advocating for change.

### SVA Values

As a purpose-driven organisation, our values guide who we are, how we work and the decisions we make.



People at the centre



Difference gives us strength



Open and ready to learn



Real change takes time

Learn more about SVA's values [here](#).

## First Nations Practice Principles

SVA is committed to providing a culturally safe workplace for all our First Nations employees, partners and clients. We commit that our work with First Nations peoples is aligned with our First Nations Practice Principles set out below.



Learn more about SVA's First Nations Practice Principles [here](#).

## Team overview

Reporting to the Director, Philanthropy and Partnerships, the Fundraising and Partnerships team is responsible for all elements of fundraising at SVA and for the management of select strategic partnerships. Specifically, the team works to raise income for programs and initiatives across SVA, as well as discretionary income to support the work of SVA.

SVA's work that is supported by fundraising and partnerships typically consists of innovative, complex, multi-year programs in partnership with diverse actors across the social sector, including non-profit service delivery organisations, think tanks, research institutions, government agencies, community-based organisations, and community leaders among others. We believe in our work and the potential impact it contributes to at scale while recognising the challenge this work can present for traditional fundraising approaches. Consequently, we have a Fundraising and Partnerships team that strives to be innovative and inspirational in its approach to fundraising.

SVA Fundraising and Partnerships targets major and significant gifts from trusts and foundations, high net worth individuals/families and corporations.

## Position purpose

The Partnerships and Events Officer provides efficient and professional administrative support to SVA's Fundraising and Partnerships Team. This includes coordination of fundraising events, donor administration activities, data management and providing key information and tailored support to the Director and the wider team for major or complex projects, scheduling and administrative items.

The position works collaboratively with teams across the organisation to seek opportunities for continuous improvement and to ensure SVA is making the best use of its systems and processes.

# Position responsibilities

Specific responsibilities include:

## **Fundraising Events and Donor Administration**

- Coordinate and support fundraising events in collaboration with the Partnerships and Marketing and Communications teams, including:
  - Collating guest lists and managing RSVPs
  - Securing and managing venue, catering, transport, and accommodation needs
  - Assisting with the administration of in person and online (e.g., Zoom) events, including pre and post event activities using Salesforce, Raisely, Campaign Monitor and MS Office tools e.g., MS Word
  - Attending events/webinars where required and providing support with webinar and content set-up, room preparation, guest registration, etc.
  - Preparing and scheduling pre and post event briefings and documentation for internal stakeholders on event proceedings
- Support the team to proactively steward funders including trusts and foundations, high net worth individuals, individual donors and corporates:
  - Prepare background information for key donor meetings
  - Coordinate online donation sites, such as Raisely
  - Coordinate the administration of donations, including working with Finance on receipting and records management across SVA systems
  - Coordinate the administration of donor acknowledgement activities
- Ensure fundraising team activities are underpinned by effective structures, systems, and policies:
  - Attend and coordinate weekly work in progress (WIP) meetings including preparing agendas and minute taking
  - Organise internal team events including venue, equipment, catering, activities
  - Support complex or major external and internal Fundraising and Partnerships' meetings, appointments, presentations etc. and follow up inward and outwards requests for information, outstanding reports, and correspondence
  - Drive effective system implementation and adoption, ensuring fundraising data integrity and shared practices in the use of Salesforce and SharePoint, amongst others

## **Team Administration Support**

- Coordinate and prioritise the Director's schedule including organising complex or major appointments, meetings, travel arrangements, and attendance at events and conferences:
  - Act as liaison with external and internal contacts, scheduling meetings, organising requirements for meetings, greeting guests upon arrival etc.
  - Coordinate weekly catchups to go through to-do list, follow-up items and calendar management
  - Expense management including preparing reporting in relation to expenditure
  - Provide administrative support to business development and leadership meetings as required

- Provide substantial support to manage team activities
  - Assist with onboarding and induction of new starters
  - Assist with special projects to improve team operational efficiency
  - Improve folder structure within SharePoint for Partnerships Team folders
  - Support the development of collateral to be used by the Partnerships Team (e.g., proposals, presentations, acquittals)
  - Pull fundraising data and reports from Salesforce, ensuring accuracy
  - Support Director with data analysis
  
- Other SVA wide support:
  - Act as a point of contact for cross-SVA activities as part of the backbone administration team
  - Liaise and support other backbone team members and attend administration support meetings
  - SVA all staff offsite organising committee
  - Provide wider office support as required
  - Contribute to team goals and participate in organisational initiatives and activities as required, ensuring a safe and healthy environment for colleagues and stakeholders
  - Participate in and support organisational change initiatives and model SVA values

## Special requirements

Ability to attend events outside of standard office hours as required.

This role is predominantly office based, with the possibility to work from home one day per week (occasionally more).

## Person requirements

To effectively perform this position, the person will require the following:

### Knowledge

- Expertise and experience working in Microsoft Office suite (Excel, Word, PowerPoint, and Outlook)
- Applied knowledge of Salesforce or Campaign Monitor or other database, event management or email campaign software is desirable
- Comfort with Concur and other expense management/travel booking systems

### Experience

- Proven experience prioritising administrative duties and organising and managing work in an environment with multiple and conflicting demands
- Proven experience in events coordination
- Demonstrated experience in diary and email management, including support of finance processes (e.g., petty cash/expenses, processing of invoices)
- Previous experience supporting a Marketing and/or Fundraising team is advantageous

- Prior experience in developing sales collateral, (e.g., presentations, proposals, cases for support)
- Experience working with, extracting, analysing and interpreting Salesforce forecast data (or experience with sales pipeline data) an advantage

### **Qualifications**

- Vocational or undergraduate qualification in relevant field – current or underway (e.g., Business, Marketing, Commerce) – or equivalent experience

### **Skills & Abilities**

- Strong communication skills, both written and verbal
- Sound stakeholder relationship management skills, both internally and externally
- Client-centric approach
- Ability to coordinate multiple projects simultaneously and work productively under pressure
- Ability to successfully prioritise competing demands, responding to requests in a timely manner and meeting deadlines with short lead times
- Strong attention to detail with a commitment to excellence
- Responsive and proactive, with a hands-on, positive, 'can-do' attitude
- Highly professional and diplomatic, maintaining confidentiality and discretion at all times
- Team player but also able to work independently as required
- Ability and willingness to embrace new ideas
- Passion for social justice and belief in the power of collaboration to achieve outcomes
- Alignment with SVA's values