

<b>POSITION DESCRIPTION</b>	
<b>Title</b>	<b>Islamic Philanthropy Coordinator</b>
<b>Unit</b>	Digital/Philanthropy & Partnerships Unit
<b>Reporting to</b>	Digital Marketing Manager
<b>Status</b>	Part-time – 4 month contract - 3 days per week
<b>Location</b>	Level 8, 120 Sussex Street Sydney NSW 2000
<b>Position Statement</b>	The Islamic Philanthropy Coordinator works closely with the Digital Marketing Manager and Head of Philanthropy & Partnerships to develop and implement initiatives to identify, cultivate and solicit gifts from donors in the Muslim community. The role works closely with a wider team to develop proposals, report and generally communicate with and nurture valuable donors to increase financial support.
<b>Accountabilities and Responsibilities</b>	
<b>Unit Responsibility</b>	<ul style="list-style-type: none"> <li>• Coordinate and develop initiatives to identify, cultivate and solicit gifts from donors as part of Zakat and Sadaqah donations.</li> <li>• Coordinate stewardship of Islamic Philanthropy donors to increase their giving value.</li> <li>• Ensure timely and efficient processing of donations and receipts for Islamic Philanthropy donors</li> <li>• Communicate with donors to determine capability and propensity for giving.</li> <li>• Assist the team with donor briefings and events.</li> <li>• Assist with the budgeting and budget tracking of expenses.</li> <li>• Assist the team in scheduling and setting objectives for individual research, cultivation, solicitation and contacts with high priority Zakat donors and prospects.</li> <li>• Implement strategies to effectively steward donors identified as having the potential to give a high proportion of Zakat.</li> <li>• Identify and cultivate donor prospects and ensure that they are stewarded and nurtured to optimise long-term value.</li> <li>• Implement consistent administrative processes.</li> <li>• Research projects appropriate for Zakat and Sadaqah Jariyah donors</li> <li>• Provide written proposals for prospective donors.</li> <li>• Liaise with global team re budgetary needs and funding options.</li> <li>• Prepare reports and material to present to donors.</li> <li>• Liaise with regional IP team to share best practices and knowledge transfer</li> <li>• Maintain a thorough knowledge and understanding of UNHCR's work around the world.</li> <li>• Attend UNHCR's events as appropriate to represent the organisation.</li> <li>• Assist the team as required.</li> </ul>

<b>Organisational Responsibility</b>	<ul style="list-style-type: none"> <li>• Demonstrate an active and dedicated commitment to the A4U's Mission, Vision and core principles.</li> <li>• Comply with A4U's Policies and Procedures.</li> <li>• Observe all legal and legislative requirements.</li> <li>• Assist in the development of, and participate in A4U's initiatives, projects and events.</li> <li>• Cultivate productive and collaborative working relationships and outcomes through open and inclusive planning, continuous information sharing and transparent work practices.</li> <li>• Liaise with others in a professional, respectful and constructive manner.</li> <li>• Ensure a high level of confidentiality and integrity.</li> </ul>
<b>Selection Criteria</b>	
<b>Essential Qualities</b>	<ul style="list-style-type: none"> <li>• Tertiary qualification or related experience in NGO.</li> <li>• Well-developed relationship management and engagement skills.</li> <li>• Ability to influence and engage a wide range of supporters and build relationships.</li> <li>• Excellent communication skills, especially written and verbal skills.</li> <li>• Strong internal direction and motivation, with a desire to help donors achieve personal satisfaction through their support of A4U.</li> <li>• Successful track record in delivering excellent customer service.</li> <li>• Effective time management skills.</li> <li>• Analytical and problem solving skills.</li> <li>• Database management skills.</li> <li>• Advance computer skills, including all Microsoft office products.</li> <li>• Ability to work as part of a team</li> </ul>
<b>Desirable Qualities</b>	<ul style="list-style-type: none"> <li>• Self-Leadership and able to work autonomously</li> <li>• Experience in prospect research.</li> <li>• Knowledge of international aid and development.</li> <li>• Experience in preparing written proposals</li> </ul>
<b>Person Specifications</b>	<ul style="list-style-type: none"> <li>• Highly motivated, with an ability to complete tasks, and a strong attention to detail.</li> <li>• Strong planning and organisational skills.</li> <li>• Ability to engage a wide range of key stakeholders.</li> <li>• Results-oriented.</li> <li>• Creative flair.</li> <li>• Able to Multi task.</li> <li>• Work under pressure.</li> <li>• Adaptability, flexibility and problem solving skills.</li> <li>• Team player - open, friendly and approachable.</li> </ul>
<b>Key Competencies</b>	<ul style="list-style-type: none"> <li>• Analysis and problem-solving</li> <li>• Customer focus</li> <li>• Flexibility and adaptability</li> <li>• Influencing</li> <li>• Innovation and creativity</li> <li>• Results orientated</li> <li>• Information gathering and research capability</li> </ul>