

POSITION DESCRIPTION

Position:	Gifts in Wills Coordinator
Department:	Fundraising
Reporting to:	Individual Giving Manager
Direct Reports:	N/A
Location:	Newcastle NSW office, Hybrid, and/or Remote (negotiable)
Position Type:	Full time (or 4 days negotiable), permanent position

ABOUT BREAST CANCER TRIALS

Breast Cancer Trials (BCT) is a community of people who want to end the pain and loss of breast cancer. We are the only independent, collaborative research organisation in Australia and New Zealand committed to clinical trials in breast cancer because this research turns laboratory and treatment breakthroughs into new treatments and cures for the 56 people diagnosed with breast cancer every day.

Breast cancer is not the same in every person. That's why our clinical trials focus on identifying treatments tailored to each person, their type of breast cancer and their individual patient needs. We adopt a whole person approach seeking to improve quality of life and the emotional wellbeing of people affected by breast cancer and to reduce the short and long term side effects of treatment.

We are a unique collaboration of researchers, people who participate in our clinical trials and our valued supporters working together to save and improve the lives of every person affected by breast cancer.

Our Vision

To make the world a better place by saving and improving the lives of people affected by breast cancer. Today, tomorrow and forever.

Our Mission

To conduct the highest quality clinical trials research that improves outcomes for people affected by breast cancer.

Our Values

<p>Empathy</p> <p>Smile. Walk in their shoes. You have to give it to get it. Make the other person feel special. Smile, share, listen, acknowledge, appreciate.</p>	<p>Curiosity</p> <p>An insatiably curious approach to life. An unrelenting quest for continuous learning. Create the space for people to be bold and think differently. There are no limits to our future if we don't put limits on our ideas and our people, and stay curious. Pick a limit then push it another 10%.</p>
<p>We Before Me</p> <p>It's in our hands. We stand on the shoulders of giants. Alone we are smart, together we are brilliant. We are a network of connected organisations and people. We embrace diversity as the key condition for a changing world.</p>	<p>Greatness</p> <p>Excellence in science. Well done is better than well said. Be the change we seek in the world. Being the best in the world at what we do. Take on and solve the big problems and challenges.</p>

Department Objective

To conduct an innovative, responsive, supporter-centric fundraising program which values supporters and their impact, and which generates long-term sustainable income to support BCT's mission and vision.

Position Purpose/Objective

To acquire, develop and nurture relationships with Gifts in Wills supporters to deliver long term, future revenue for BCT.

RESPONSIBILITIES / KEY ACCOUNTABILITIES

- Work with the Individual Giving Manager to develop the strategy, implementation plan and budget for the Gifts in Wills Program, and regularly monitor, review and report against objectives and goals.
- Grow the number and value of considerers, intenders and confirmed Gifts in Wills (GIW) and increase long-term revenue generation from GIW.
- Implement strategies to identify GIW prospects within the existing supporter base and externally.
- Maintain the commitment of GIW confirmed and prospective supporters by developing strong and enduring relationships through personalised communications including phone calls, birthday cards, notes, letters, supporter engagement activities and personal visits.
- Ensure efficient, effective and sensitive stewardship of GIW confirmed and prospective supporters, accurately recording and tracking communications and feedback.
- Manage all communications for the GIW Program, including preparing data, monitoring responses, conducting follow up and reporting against agreed success measures.
- Provide timely response and follow up of enquiries regarding GIW information.
- Seek opportunities to promote Breast Cancer Trials to appropriate audiences to attract prospective GIW and generate new leads.
- Efficiently administer all legal aspects of the GIW Program including Solicitor and Trustee Company enquiries and/or Estate management, follow up of pending Estates, GIW fulfilment and acknowledgement of GIW received.
- Research and keep informed of best practice methods and strategies to identify, communicate and build relationships with GIW supporters.

POSITION REQUIREMENTS

Knowledge, Skills and Experience

- Minimum three years experience and demonstrated success in coordinating Gifts in Wills programs and/or fundraising programs which have a relationship management focus such as mid/high value or major gifts.
- Exceptionally high emotional intelligence and communication skills. Confident and articulate with a mature and sensitive approach, able to communicate with warmth, compassion and respect at all levels.
- High level of computer literacy and competence across Microsoft Office Suite, Mailchimp or other automated marketing system, and CMS (preferably Wordpress).
- Demonstrated experience in Raiser's Edge (preferred) or similar Customer Relationship Management (CRM) system tailored to fundraising.
- Proven high level of verbal and written communication skills, able to produce compelling content which engages and inspires.

- Meticulous attention to detail, excellent problem-solving skills and the ability to plan and manage competing priorities and meet deadlines.
- High competency and understanding of fundraising best-practice, supporter-centric methodology and data analysis metrics to help inform and drive strategy.
- Impeccable personal ethical standards and a sound knowledge of the rights and responsibilities associated with working with the elderly, people in vulnerable positions and visiting people in private residences.
- Understanding of the importance of confidentiality and the collection and use of personal information under the Privacy Act.

Work Health & Safety

- Take reasonable care for their own health and safety and ensure their own actions do not adversely affect the health and safety of other persons.
- Comply so far as reasonably able, with any reasonable instruction that is given to ensure the BCT complies with the WHS Act and its legal obligations.
- Cooperate with any reasonable policy or procedure of the BCT relating to health and safety at the workplace.

Other

- Provide evidence of entitlement to work in Australia for duration of appointment.
- Undertake a National Criminal Record Check prior to commencement.
- Be flexible in work hours to meet the reasonable demands of the position.
- Comply with all applicable BCT Policies and Procedures
- Provide evidence of completion of a full course of an Australian government recognised vaccination against COVID-19.

BENEFITS AND CULTURE

- Diverse and supportive workplace
- Ongoing professional development opportunities
- Salary packaging (\$15,990 per annum)
- Flexible work arrangements in office and remotely
- Accrued Day off per month (full time employees)
- Additional Carers Leave and leave over Christmas and New Year
- Additional Long Service Leave
- Paid Death & Total and Permanent Disability Insurance
- Paid Income Protection Insurance (up to 2 years)
- Study Support and Leave