

JOB DESCRIPTION

Job Title: Philanthropy Research Coordinator
Reports to: Philanthropy Specialist
Location of Job: Sydney (Gadigal Country), Brisbane (Turrbal and Yuggera Country) or Melbourne (Wurundjeri and Boon Wurrung/Boonwurrung Country)
Appointment type: Part time permanent, three days or 22.5 hours per week
(Hybrid & Flexible working available)

Our Vision

A music-rich future for all Australians.

Our Purpose

To connect all Australians to something bigger than themselves: to powerful music which awakens the spirit.

Our Mission

With chamber music at our artistic core, Musica Viva Australia creates memorable musical experiences for audiences at every stage of life and for musicians at every stage of development through Concerts, Education programs and Emerging Artist programs.

Purpose of Position

The Philanthropy Research Coordinator plays a vital administrative role within the Development Department. The position exists to deliver administrative duties related to Musica Viva's individual giving and philanthropic activities, with a particular focus on research and database support.

Reporting/working relationships

The position reports to the Philanthropy Specialist, working in close collaboration with Philanthropy colleagues and providing administrative support to the entire Development Team and State Managers as required.

Responsibilities:

Philanthropy

- Work closely with the Philanthropy Specialist to manage research into philanthropic donor and bequest prospects, to support the work of the Development and State teams and other key internal stakeholders;
- Assist with philanthropic prospect identification and management of the prospect pipeline;
- Conduct prospect research, assisting with the development of research briefs, profiles and reports;
- Provide general Philanthropy support to support the wider team as required, including the processing of donor contributions and correspondence in accordance with the Donor Acknowledgment Policy;

Database Management (Tessitura)

- Take a leading role in ensuring ongoing accuracy of all records in the company database (Tessitura), including maintaining accuracy of contact information for donors and prospects as required;
- Ensure all prospect research is captured effectively and efficiently in records;
- Identify new ways to leverage database functionality for the benefit of capturing research;
- Provide support with the recording of general stewardship notes and interactions as required;
- Assess and help build on existing database processes, including reviewing, updating and creating of accessible, tailored instructions for the Development and State teams;
- Provide the Development and State teams with ongoing database support as required;
- Help educate and champion use of the database across the wider team and organisation.

Communications and Administration

- Assist with the preparation and dissemination of Philanthropy content where required – including for reports, newsletters and other communications;
- Help to ensure the website and all consumer-facing information is correct and up to date;
- Help maintain and improve systems that facilitate the streamlined delivery of departmental processes;
- Assist Development team members with any other administrative duties, as required;
- Represent and assist at Musica Viva Australia concerts relevant to your city;
- Develop relationships with industry stakeholders, supporters and advocates and represent Musica Viva Australia in the Development sector, enhancing perceptions and raising profile;
- Promote the importance of Development internally and externally and the role of all staff in providing excellent experiences for our supporters.

Organisational Responsibilities

- Maintain healthy work relationships with volunteers and other staff members.
- Attend meetings as required.
- Contribute to regular and ongoing quality improvement and funder-required accreditation activities.
- Participate in professional and performance development activities and remain up-to-date on current knowledge and skills related to the position.
- Take reasonable care for their own health and safety and for the health and safety of anyone else who may be affected by their acts or omissions at the workplace.
- Hold a valid Working with Children Check. MVA will cover the cost of obtaining or renewing the check.
- Where reasonably and lawfully required, be fully vaccinated against COVID-19, including being up to date with any recommended booster shots.
- Maintain the highest ethical standards, confidentiality and cultural awareness when dealing with others.
- Adhere to workplace policies, procedures and systems, as amended from time to time, in particular those that address workplace health and safety, anti-discrimination, bullying and harassment and privacy.
- Contribute to the overall well-being of the organisation and avoid participation in any activity that might be harmful to the good operation, health, or reputation of the organisation.
- In addition to the duties outlined above, the position holder is also required to perform such other duties as may be directed, provided these are within their competency or training from time to time.

Knowledge, Skills, Qualifications & Abilities

- Excellent relationship building and stakeholder skills
- Attention to detail with excellent oral and written communication skills
- Systematic problem solver and researcher – proficiency in collating and analysing information
- Process-oriented, efficient and well organised demonstrating an ability to prioritise
- Team player - friendly, willingness to learn and can-do approach to work and life
- Well-presented, demonstrating confidence and a passion and/or interest in the arts, particularly classical music and music education
- Proficiency in Microsoft Office (Word, Excel and PowerPoint)
- Ability to undertake occasional out of hours work for concerts and events as required
- Knowledge of Tessitura or similar donor database/CRM programs (preferable)
- Demonstrated understanding of fundraising and philanthropy (preferable)

To apply:

Send your resume and a covering letter (maximum 2 pages) introducing yourself and addressing the knowledge, skills, qualifications, and abilities detailed above: jobs@musicaviva.com.au.

Note: In the subject of the email add the following code **PRCOORD25 and your full name**. Applications not including this code may not be correctly processed.

For an informal chat about the role and MVA in general, please contact Jennifer McCleary - People & Culture Manager by email jmccleary@musicaviva.com.au

Musica Viva Australia is a family friendly and flexible employer committed to equity and inclusion. We welcome applications from First Nations people and people from diverse cultural and regional communities.

We welcome applications from people who identify as having a disability. If at any stage of the recruitment process, you require any accommodation due to a disability please let us know.

Applications closing date: Monday 7 April 2025