

Role Description

(Non-Manager)



Role Title: Philanthropy Coordinator	Division: Corporate, Heritage and Climate Action
Classification Level: ASO4	Branch/Unit: Botanic Gardens and State Herbarium
CHRIS Position Number: P19139	Reports to (Title): Philanthropy Manager

About the Agency:

Botanic Gardens and State Herbarium of South Australia

The **Botanic Gardens and State Herbarium of South Australia** forms part of the Department for Environment and Water (DEW) with a mission to ‘build an understanding and appreciation of the botanical world’ providing life-long experiences across generations. The BGSB Board provides strategic direction for the management of the Botanic Gardens and State Herbarium (BGSB) in accordance with the *Botanic Gardens and State Herbarium Act (1978)* and Regulations (2007).

The Adelaide Botanic Gardens Foundation Inc. (ABG Foundation), which is overseen by a committee, raises and manages funds for priority goals and projects of the BGSB. These generally include funds for education, public programs, and scientific research and for the long-term financial security of the BGSB through growth of an endowment fund.

Adelaide, Mount Lofty and Wittunga Botanic Gardens have established living collections of plants exhibiting botanical diversity. The three garden estates and Botanic Park, adjacent to the Adelaide Botanic Garden, are managed as multiple use sites for display, science, conservation, and community education, health and well-being. Commercial activities including paid public events, education and training, functions and community use of the public space are all accommodated.

The State Herbarium is a scientific collection of more than 1 million plant specimens from South Australia and globally and is housed in the historic Old Tram Barn on the grounds of the Adelaide Botanic Garden. Herbarium staff utilise the herbarium collection to maintain the Census of South Australian plants. Botanical research is conducted by Herbarium and South Australian Seed Conservation Centre staff, who deliver taxonomy, conservation and other botanical science to the South Australian community and beyond. The Museum of Economic Botany displays historic and cultural collections and curated exhibitions.

About the Role

The Philanthropy Coordinator supports the Philanthropy Manager and assists with the Foundation’s operations, ensuring smooth processing of donations, accurate management of our donor database, and the coordination of the Foundation’s accounts with an emphasis on increasing revenue for the BGSB through donations and membership.

Working closely with the Head of Partnerships and Philanthropy Manager, the role will coordinate and reconcile philanthropic fundraising finances to achieve the strategic and operational goals of all philanthropic and partnership programs, including but not limited to; donor programs, Foundation memberships, appeals, trusts and foundations, donor retention and upgrading, and income generation to contribute to the overall goals and objectives of the Board of the Botanic Gardens and State Herbarium (BGSB) Strategic Plan.

Key Role Outcomes

- The annual fundraising and finance administration delivered to meet compliance and governance standards and deadlines with a focus on increasing revenue.
- The Board's Strategic Plan and Foundation's Fundraising Plan is effectively implemented and managed.
- Documented supporter lifecycle analysis including acquisition, conversion, retention, upgrading and reactivation of lapsed supporters.
- Adelaide Botanic Gardens Foundation is serviced to a high degree and highly engaged in all activities.
- The annual Foundation budget and fundraising plans are prepared and monitored carefully to ensure budget goals are met so that program outcomes can be achieved specifically from individual annual and regular giving and trusts/foundations.
- Relationships and partnerships with a diverse range of internal and external stakeholders are established, maintained and fostered.

Essential Criteria (including qualifications)

- Extensive experience in managing and maintaining a customer relationship management (CRM) of philanthropic donors and stakeholders, preferably Blackbaud Raisers Edge/NXT.
- Demonstrated experience in mining and interrogating data to support decision making and strategic direction and create systems to manage membership and donation payments.
- Demonstrated experience in direct marketing, fundraising and digital communication processes to support integrated fundraising campaigns.
- Strong working knowledge and a high level of experience in donation processing, receipting and financial/accounting procedures, preferably in Xero, including the reconciliation and coordination of fundraising and donation finances.
- Strong working knowledge of and experience with Moves Management to enhance donor journeys and donor experience.
- Demonstrated high level of communication skills both written and verbal, specifically in relation to Board activity (preparing papers and recording minutes).
- Knowledge and understanding of the philanthropic and partnership space both in South Australia and nationally.
- Demonstrated track record in delivering accurate and timely data for appeals, campaigns and events.
- Proven ability to work effectively under general direction, both individually and as part of a team.

Desirable Criteria

- Experience working with a membership based philanthropic Foundation.
- Tertiary qualifications in business administration, communication and marketing and / or commensurate experience in fundraising, business and data analysis.
- Memberships of the Fundraising Institute of Australia and / or Philanthropy Australia.

Key Relationships/Interactions

- BGSB Head of Partnerships
- BGSB Development Team
- BGSB Public Engagement Team and Marketing staff
- BGSB Director and Senior Leadership Team
- Adelaide Botanic Gardens Foundation
- Key external stakeholders, donor, philanthropic trusts/foundations, partners and sponsors
- Internal stakeholders, including Science and Conservation, Living Collections and Horticulture, Cultural Collections
- Friends of the Botanic Gardens of Adelaide and Floral Societies
- DEW and other Government Departments

Special Conditions

- Will be required to participate in responses to state emergencies or associated duties.
- You must be an Australian citizen, permanent resident, or provide evidence that you hold a valid working visa that allows you to work in Australia without restrictions
- May be required to work events after hours and weekends.
- Prior to being employed, the successful applicant will be required to provide a Department of Human Services (DHS) working with children check (WWCC) which is required to be renewed every five years before expiry.
- Prior to being employed, the successful applicant will be required to obtain a National Police Check.

Core Competencies	Elements	Behavioural Indicators
Shapes Strategic Thinking and changes	<ul style="list-style-type: none"> • Thinking and Acting Strategically 	<ul style="list-style-type: none"> • Can identify and articulate potential issues and implications. • Raises potential options for consideration arising from research analysis
Achieves Results	<ul style="list-style-type: none"> • Making Decisions • Assuming Accountability 	<ul style="list-style-type: none"> • Looks at information available, analyses key risks and benefits and seeks advice before making a decision. • Knows when to seek further information, clarify issues or involve others in the decision making process. • Establishes own credibility by demonstrating personal competence and technical expertise. • Shows initiative in moving projects forward and dealing with potential problems.
Drives Business Excellence	<ul style="list-style-type: none"> • Facilitating Quality and Continuous Improvement 	<ul style="list-style-type: none"> • Monitors and questions the effectiveness of existing practices within the team.

	<ul style="list-style-type: none"> • Promoting Customer Service • Directing Resources 	<ul style="list-style-type: none"> • Acts as a role model by striving to deliver quality outcomes even when under pressure. • Gathers feedback from donors and supporters to assist in continually improving service delivery. • Acknowledges and responds positively to constructive feedback gained from supporters. • Re-negotiates timeframes when unexpected issues arise
Forges Relationships and Engages Others	<ul style="list-style-type: none"> • Influencing and Negotiating • Using Political Savvy 	<ul style="list-style-type: none"> • Shows the ability to persuade managers and colleagues by presenting business benefits. • Effectively gains buy-in across a range of levels internally – upwards, sideways and downwards – and achieves positive outcomes. • Identifies political issues when they arise
Exemplifies Personal Drive and Professionalism	<ul style="list-style-type: none"> • Displaying Flexibility and Resilience 	<ul style="list-style-type: none"> • Is flexible in handling changing priorities. • Quickly regains focus in the face of unexpected setbacks.

Work Health and Safety

Contribute to workplace safety:

- Accepts responsibility for own and other's safety.
- Actively participates in consultation about work, health and safety issues.
- Identifies and reports hazards and identifies risk controls where appropriate.

Corporate Responsibilities

- Demonstrate appropriate and professional workplace behaviours that are in line with the [Code of Ethics](#) and the [South Australian Public Sector Values](#).
- Maintain a commitment to Equal Employment Opportunity, Diversity, Ethical Conduct, and record keeping within legislative requirements, according to the principles of the *Public Sector Act 2009*.
- Exhibit and promote the behaviours in line with *The way we work* outlined in the [DEW Corporate Plan](#).
- Actively participate in the Department's Performance Review and Development Program.
- Demonstrate appropriate and professional workplace behaviours that align closely with the White Ribbon message.
- Champion positive behaviours and conduct during all interactions with children and young people always adhering to the Child Safe Environment Policy and Procedure & Guideline.

Date Delegate approved original classification:	27/11/2024	Original Class method:	Full
---	------------	------------------------	------

Updated:	RD Update only	Date this version approved by delegate:	19/2/2026
----------	----------------	---	-----------