



**DOCUMENTARY  
AUSTRALIA**

52 Victoria Street  
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ABN 11227328793

11 May 2022

## **DOCUMENTARY AUSTRALIA PARTNERSHIPS AND EVALUATION COORDINATOR**

### **The organisation:**

[Documentary Australia](http://documentaryaustralia.com.au) is a not-for-profit organisation enabling social impact documentaries to be funded and screened to inspire social change. We place documentary stories at the heart of social impact campaigns, surrounding films with a coalition of partners to engage broad audiences in social change initiatives.

### **Role:**

Partnerships and Evaluation Coordinator

### **Responsible to:**

Partnerships and Development Director  
Evaluation Director

### **Employment Status:**

Full or Part-time (3 days minimum)

### **Salary range:**

On application

### **Primary objective(s):**

The Partnerships and Evaluation Coordinator will work closely with the Partnerships and Development Director and Evaluation Director to coordinate fundraising initiatives, implement evaluation activities and provide organisational support.

<b>Coordinate fundraising and partnership development activities</b>	<ul style="list-style-type: none"> <li>• Undertake research to support the identification of new major donors and funding opportunities</li> <li>• Maintain the grants pipeline in Strategic Grants &amp; our organisational database, Salesforce</li> <li>• Manage our reporting schedule for all active major donors and agreements with donors, partners and grants</li> <li>• Draft project proposals and create cases for support for major donors, funders, corporate partners and grant applications</li> <li>• Coordinate and draft donor and grant reporting and acquittal requirements</li> </ul>
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	<ul style="list-style-type: none"><li>• Create grant snapshots at the completion of funding agreements to showcase a range of filmmaker and philanthropic partnerships and achievements</li><li>• Assist with internal reporting requirements for board</li><li>• Provide communications support including the creation of marketing collateral, presentations, other fundraising assets &amp; related outreach.</li></ul>
<b>Support organisational and film project evaluation activities</b>	<ul style="list-style-type: none"><li>• Implement organisational data collection processes such as our annual filmmaker and donor surveys</li><li>• Manage data entry in our organisational database, Salesforce</li><li>• Coordinate data across our website, database and survey platforms</li><li>• Be a first point of contact for filmmakers who are interested in evaluating their projects</li><li>• Support the development of additional resources to build filmmaker capacity to track and measure the impact of their projects</li><li>• Prepare for and conduct interviews with a range of stakeholders</li><li>• Undertake research across our seven key issue areas and for film projects to inform the development of their fundraising and impact strategies</li><li>• Collate and synthesise information from a range of sources and create engaging outputs for our key stakeholders</li><li>• Develop case studies to highlight the successes and lessons of a range of film projects.</li></ul>
<b>Provide organisation-wide support as required</b>	<ul style="list-style-type: none"><li>• Provide assistance across the team to support organisational activities including screenings and events</li><li>• Contribute to team planning, project design &amp; prioritisation</li><li>• Contribute to design of flyers, cases for support and other key collateral</li><li>• Coordinate the office calendar and keeping team members abreast of upcoming activities and deliverables.</li></ul>



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**Essential selection criteria:**

- Demonstrated strong attention to detail and process orientation
- Strong administrative and organisational skills
- Proven ability to manage a broad range of activities and projects simultaneously
- Good verbal and written communication skills including an ability to create visual and written content
- Good skills in MS Office – particularly excel - and databases, including data tracking and reporting
- Demonstrated ability to build relationships with diverse groups and deal sensitively with people and personal information
- Ability to work autonomously, constructively and collaboratively as a part of a dynamic, high performing, fun team.

**Desired:**

- Demonstrated experience within a research and/or fundraising work environment
- Research and analytical skills and experience
- Design capability, including experience using Canva and Keynote
- Knowledge of the philanthropic landscape
- Experience in developing procedures and processes to maintain evaluation data quality and integrity
- Experience using Salesforce or a similar database.

**Applications Close:** 31 May 2022

**Send CV and cover letter to:** [info@documentaryaustralia.com.au](mailto:info@documentaryaustralia.com.au)  
*Subject: Partnerships and Evaluation Coordinator*

Thank you for your interest in Documentary Australia.