

Senior Philanthropy Manager

Group	Philanthropy
Unit	Philanthropy
Reports to	Head of Philanthropy
Direct reports	[Nil]
Work location	HMRI Building, 1 Kookaburra Drive, New Lambton Heights
Employment status/type	Full-time (1.0 FTE)
Date (created or reviewed)	November 2021

Position purpose

The Senior Philanthropy Manager role is an outward facing role to the community and the HMRI research community. The purpose of this role is to increase the number and the value of donations and bequests, with a focus on identifying and engaging with donors and moving donors through the donor continuum in their commitment to HMRI from regular and mid-tier donors through to high-net worth individuals who are major gift prospects/donors or individuals who have advised their intent leave HMRI a bequest, in line with the HMRI Philanthropy Strategy. This role is also responsible for recruiting new major donors and corporate partners to meet ambitious income growth targets, especially through their own local networks.

The Senior Philanthropy Managers will work with researchers to prepare compelling proposals and match these to donor passion in collaboration with the Head of Philanthropy and others in the team to secure philanthropic revenue to support HMRI's Purpose, steward donors and move them along the donor continuum and commitment to HMRI. The Senior Philanthropy Managers will work with the Head of Philanthropy to achieve team revenue targets in line with the goals of the HMRI Philanthropy Strategy.

A key purpose of the Senior Philanthropy Manager role within our Philanthropy Team is specialising in relationship building with our donors, supporters and researchers and having an important outward facing role in upholding HMRI's reputation in the community.

Key responsibilities

The key responsibilities of the role include, but are not limited to, the following:

- Meet revenue targets and team Key Performance Indicators (KPIs) as set.
- Engage with prospects and donors to establish, build, and maintain donor relations to secure deeper donor commitment to HMRI, especially identifying and cultivating major donor prospects, Trusts and Foundations, corporate foundations (or sponsors), and bequest prospects, in collaboration with the team and the Head of Philanthropy in line with the HMRI Philanthropy Strategy.
- Develop donor profiles and donor stewardship plans for major donors and prospects.
- Work in collaboration with affiliated HMRI researchers and clinicians to develop accurate,

professional, impactful Case for Support statements for Research Projects, and assist with the development of cases for support for HMRI's Research Programs.

- Convert Case for Support documents into accurate, professionally presented Concept Papers and Proposals which are relevant and meaningful for donors.
- Create and maintain daily, accurate contact reports and proposal pipeline information for KPI reporting in the donor database.
- Work with the appropriate members in the philanthropy team (including the Philanthropy Administration Manager) to complete, in a timely manner all HMRI gift administration policies and procedures.
- Implement the philanthropy stewardship strategy to steward donors along the donor continuum to secure repeat gifts from existing donors.
- Attend HMRI and community events and undertake presentations/public speaking to represent HMRI, as required.

This role may be required to provide the HMRI Foundation or Auspiced fundraiser support to secure qualified referrals from members, and their networks, to engage major donor prospects.

- Prepare approach strategy documents, written correspondence and verbal scripts/high value questions, and donor management plans to effectively engage with major donors; and including preparing researchers for donor meetings.
- Take a mentoring, coaching and collaborative approach across the team of Senior Philanthropy Managers to ensure each member of the team benefit from the unique experience and skills of each other.

HMRI expectations & legal compliance

- HMRI expects its people to contribute to the efficient and effective functioning of the organisation to meet HMRI and team strategic and operational objectives. This includes actively participating in the Individual Performance Plan and Review process, demonstrating appropriate and professional behaviour in accordance with HMRI's values and Code of Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed.
- All HMRI employees are expected to:
 - Make sound time management judgement in relation to prioritising work and meeting deadlines.
 - Perform their responsibilities in a manner which reflects and responds to continuous improvement.
 - Contribute to the effectiveness of the team.
 - Take responsibility for personal career development and training.

- Read, understand and comply with all HMRI policies, procedures, and reasonable direction, as amended from time to time.
- Ensure the reputation and integrity of HMRI is maintained at all times.
- Maintain confidentiality at all times.
- Attend HMRI-related functions, meetings, seminars, and/or training courses as directed, from time to time, by your supervisor.
- Undertake risk management in accordance with HMRI's Risk Management Framework and actively support and participate in the risk management processes adopted by HMRI which include identifying, analysing and evaluating risk that may impact on HMRI.
- Demonstrate understanding of the principles of anti-discrimination, equity, work health and safety and other relevant legislation, and show the willingness and capacity to implement equal employment opportunity and work health and safety plans, policies and programs.

Other job-related information

Identification check

- The person appointed to this position will be required to complete a 100-point identification check and employment is subject to proof of the right to work in Australia.

Pre-existing injury

- The person appointed to this position will be required to disclose any pre-existing physical and/ or psychological injuries or disease that might be affected by employment in this position. This will assist HMRI in providing a safe work environment.

Additional hours

- The person appointed to this position may be required to undertake occasional work out of ordinary hours from time to time as may be required during the course of employment.

Essential position requirements

- Experience in fundraising and enjoy securing funds
- Experience in and enjoy identifying and engaging with prospective donors
- Ability to build relationships with donors, prospects, researchers, and other groups – including Business Leaders
- Passionate about HMRI, value contributing to the advancement of health, medicine, and public health policy to improve the health and wellbeing of our communities (HMRI Purpose).
- Demonstrate being reliable, honest, respectful, and trustworthy to donors, researchers and/or colleagues
- Demonstrated ability to meet KPI's – including financial targets and deadlines
- Excellent negotiation skills, from prospect identification, cultivation and close.
- Excellent customer service resulting in a high proportion of repeat gifts.
- Excellent written and verbal communication skills including effective communication with clinicians, academics, business people and volunteers
- Analytical skills i.e., the ability to assimilate complex (medical) information into a simple and succinct summary (for a lay person)

- Complete timely and accurate contact reports within 48 hours of donor/foundation meeting.
- Complete timely and accurate case for support documents within 48 hours of researcher meeting.

- High level computer skills including Excel, Word and PowerPoint
- Strong organisational and time management skills to prepare for and undertake donor meetings.
- Ability to work independently and cooperatively and enthusiastically as part of a team and with other teams.
- Ability to utilise skills and experiences to benefit the wider philanthropy team.
- Ability in public speaking especially to community groups like Rotary, Lions, Probus.

I confirm that I have read this Position Description, understand its content and agree to work in accordance with the requirements of the position. I also understand that this document is intended to provide an outline of the key responsibilities of the position and that aspects of the document may change over time.

_____ /_____/_____
Employee Name Employee Signature Date

Note: A copy of this signed acceptance is to be placed on employee's personnel record and a copy provided to the employee.