

POSITION DESCRIPTION

Position Title:	Trusts and Foundations Officer
Classification:	AO4
Division:	Support
Department:	External Relations
Location:	Herston, Brisbane

Position Objectives

The Trusts and Foundations Officer works closely with the Trusts and Foundations Manager to secure significant and increasing funding from philanthropic trusts and foundations to support the Institute's life-saving research.

Organisational Context

QIMR Berghofer is a statutory body under the QIMR Act (1945). The mission of QIMR Berghofer is to promote the wellbeing of humankind through medical research, to maintain within the State of Queensland an internationally recognised centre for medical research, to develop that centre as the primary focus of medical research within the state and to co-operate with, and where possible assist the work of other medical research establishments within the State and throughout the world.

The External Relations Department is responsible for generating philanthropic and fundraising revenue to support QIMR Berghofer's research programs, and protecting and strengthening the Institute's reputation for research excellence.

Reporting Structure

The Trusts and Foundations Officer reports to the Trusts and Foundations Manager and works cooperatively with other members of the Major Philanthropy team and wider External Relations Department.

Primary Responsibilities

- Write compelling funding proposals to support the work of the Institute.
- Ensure accurate and timely responses to enquiries and reporting on grants.
- Maintain key trust and foundation relationships and identify new prospective trust and foundation funders.
- Work harmoniously, cooperatively and productively with internal colleagues, such as major gift fundraisers, broader External Relations team and staff and researchers across the Institute, and external stakeholders to secure gifts in support of Institute priorities.

- Contribute to team financial targets, mutually agreed with the Trusts and Foundations Manager and General Manger External Relations.
 - Support other team members on major grant applications and funding proposals.
 - Maintain accurate records relating to trust and foundation relationships, proposals, gift pipelines, etc. in The Raisers Edge database.
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Key Selection Criteria (Qualifications, Experience, Skills, Abilities and Personal Qualities)

Essential

- A working understanding of the principles of philanthropy and fundraising and an awareness of the fundraising and philanthropy environment in Australia, including trusts and foundations, and its application to research institutes.
- Excellent writing skills, particularly the ability to write compelling, persuasive grant applications, proposals and reports.
- Demonstrated ability to work with major gift fundraisers, the broader External Relations team and staff and researchers across the Institute to secure gifts in support of Institute priorities.
- Skills in identifying prospective trusts and foundations, and establishing and nurturing relationships.
- Experience achieving and/or exceeding financial targets.
- Strong project management skills, including the ability to initiate projects, work independently and flexibly, and cooperatively with team members, manage competing priorities and meet project deadlines.

Desirable

- Affinity for science and medical research.
 - Ability to understand complex research programs and 'translate' them into a compelling proposal.
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