POSITION DESCRIPTION

Position Title: Philanthropy Manager
Classification: AO-6
Fraction: 100% FTE
Group: Support
Department: External Relations
Program: Fundraising

Position Objectives

Primarily to develop, manage and grow the major gifts income stream for QIMR Berghofer. This will take two main avenues of action: liaising with our donor development team and giving direction on the stewardship and cultivation of existing and potential major donors (over $10k) within our database; and leading the development of brand new networks and prospects for longer term solicitation of significant major gifts. The role also has responsibility to increase income derived from Trusts and Foundations through developing and effectively project managing non-peer reviewed applications.

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.

Reporting Structure

This position reports to the Fundraising Manager.

Primary Responsibilities
• Develop and implement a Major Gift program, including building internal and external networks, producing fundraising collateral, identifying prospects and managing cultivation processes including, when appropriate, making the ask.
• Work in partnership with the Direct Marketing Manager and liaise closely with the bequest team in order to direct and effectively manage the stewardship of our existing and prospecting major donors.
• Project-manage major gift donor events.
• Gain a deep understanding of the key areas of research QIMR Berghofer are involved, in order to be able to talk in a persuasive manner with prospective major donors
• Work with the General Manager External Relations and Fundraising Manager in the development and management of prospective significant gifts.
• Set up processes for effective project management of non-peer reviewed Trusts and Foundations applications. Develop good working relationships with appropriate Trusts and Foundations.
• Ensure work practices comply with the requirements of the Work Health and Safety Act, related legislative requirements and the Institute’s WH&S policies and procedures.

Key Selection Criteria (Qualifications, Experience, Skills, Abilities and Personal Qualities)

**Essential**
• Demonstrated ability to achieve financial targets and a track record of securing major gifts/grants from high net-worth individuals and trusts/foundations.
• Knowledge of wider donor management and stewardship, including via direct marketing.
• Knowledge and experience of successful proposal development and philanthropic grant management.
• Ability to interpret, analyse and adapt highly complex information demonstrating how proposals meet funders’ requirements.
• Polished writing skills, with experience of adapting the style of writing to a range of different communications and audiences
• Experience liaising with design agencies and printers to produce promotional collateral.
• Practised in managing a prospect/sales pipeline using a CRM database, preferably The Raiser’s Edge.
• Experienced in select VIP event management.
• Ability to articulate complex issues in a compelling and persuasive manner and to present a pitch with confidence.
• Strong negotiating and influencing skills and the ability to ‘close the deal’.
• Exceptional presentation skills both in a 1:1 environment and to larger audiences.
• Awareness and understanding of trends, legislation and Fundraising Institute of Australia best practice guidance in relation to major donor fundraising.
• A natural networker and relationship builder, comfortable liaising at all levels.
• A team player.
• Good organisational skills.
• An interest in medical research.

**Desirable**
• Experience of using The Raiser’s Edge
• Formal fundraising qualification or higher education qualification in relevant field
Position Location
This position is based at QIMR Berghofer Institute of Medical Research at Herston, but will involve some travel as necessary to the role