**POSITION DESCRIPTION**

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Corporate and Community Engagement Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classification:</td>
<td>AOS</td>
</tr>
<tr>
<td>Group:</td>
<td>Support</td>
</tr>
<tr>
<td>Department:</td>
<td>External Relations</td>
</tr>
<tr>
<td>Location:</td>
<td>Herston</td>
</tr>
</tbody>
</table>

**Position Objectives**

This role has primary responsibility for income generation from key corporate and community groups by supporting and promoting their fundraising efforts. An important aspect of this is to grow the portfolio of corporate and higher level third party fundraisers, targeting businesses, individuals and community groups - including workplace giving.

**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 an internationally recognised centre for medical research in Queensland, to develop that centre as the primary focus of medical research and cooperate with, and where possible assist the work of other medical research establishments within Australia and throughout the world.

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

**Reporting Structure**

This position reports directly to the Fundraising Manager

**VALUES**

The External Relations Department is guided by our DISCOVERY! values:

- **D** is for the **Discipline** and **Diligence** we bring to our work
- **I** is for the **Impact** we make, always with **Integrity**
- **S** is for the **Strategy** and **Science** behind what we do
- **C** is for **Cooperation**—essential to teamwork
- **O** is for our **Openness** to new ideas
- **V** is for **Vincit Veritas**—truth conquers!
E is for Excellence—our focus is on quality
R is for the Responsibility we take and the Respect we show our workmates, donors and audiences
Y is for Yes we can!—we will always look for a way to deliver, not a way to say no

Primary Responsibilities

• Implement the Fundraising Strategy to generate increased income from new and existing sources, as directed.
• Diversify the fundraising portfolio through identifying and quantifying new fundraising opportunities
• Administer and coordinate the welcome and relationship management of existing and new corporate and community fundraisers and support to events and activities, as required
• Attend events as a representative of QIMR Berghofer and ensure appropriate event attendance of fundraising team members and other QIMR Berghofer staff members (e.g. researchers)
• Grow the corporate and community fundraising portfolio imaginatively, approaching new groups and businesses proactively
• Grow workplace giving as an additional offer to complement employee engagement / fundraising activities
• Ensuring 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**

• Solid experience of developing and implementing successful fundraising programs
• Event management experience
• Solid understanding and experience of third party and peer-to-peer fundraising
• Broad understanding of corporate community investment programs and employee engagement requirements
• Excellent organisational skills to effectively juggle conflicting priorities and delegate appropriately
• Able to work on own initiative and take action to achieve goals beyond what is required
• Good communicator both written and verbal and able to articulate information in a persuasive and motivational manner, good presenter
• Strong influencing skills with the confidence to initiate conversations with a diverse range of people
• Demonstrated leadership and interpersonal skills
• Excellent team player

**Desirable**

• Tertiary qualifications in public relations, marketing or related discipline or equivalent education or experience
• Affinity for science, in particular health and medical research
• Fundraising database experience