

Position Description

Position	Philanthropy Engagement Manager
Department	Operations
Direct Manager	Head of Philanthropy

Position Overview:

The primary purpose of this position is to manage Major Donor engagement and fundraising through effective relationship management across the donor journey to acquire, retain and grow the supporter base across The Hospital Research Foundation Group (THRF Group) charities.

As part of our Philanthropy Management Team, this role is responsible for acquiring, developing, and growing relationships and fundraising outcomes within, Mid-Level and Major Donors, Workplace Giving, Gifts in Memory and Gifts in Will. This role engages a range of external stakeholders to drive fundraising. These stakeholders are primarily across Corporate Trusts and Foundations, Professionals, as well as Wealth Managers and Advisors.

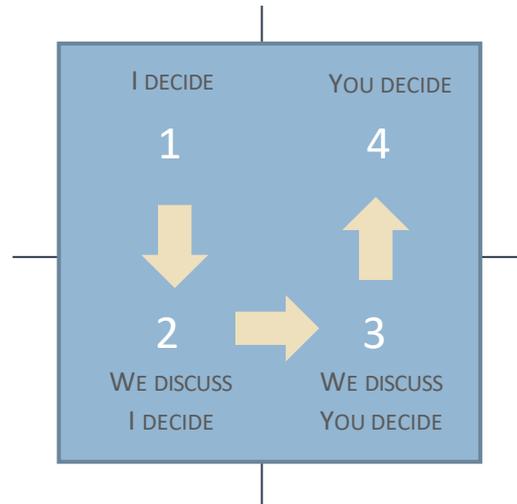
Key Stakeholders / working relationships

- This position reports directly to the Head of Philanthropy Management.
- Works with Communications, Corporate & Community Engagement, Marketing & Fundraising, Grants, and other employees across THRF Group.
- Works with Philanthropy Management Team members.
- This position liaises and manages relationships with external stakeholders.

Special Conditions

- Must possess a current Driver's License
- Some out of hours work and travelling will be required.
- This role will be based at THRF Group head office but will work flexibly across multiple locations including the Royal Adelaide Hospital.

THRF 4 Quadrants of delegation



Main Duties / Key Responsibilities

Responsibilities include but are not limited to the following:

	Quadrant
<ul style="list-style-type: none"> Support the development and implementation of strategies and tactical activities to drive fundraising. Collaborate with the relevant business units and contribute to activities to optimise and drive revenue growth from key supporter segments. 	2
<ul style="list-style-type: none"> Develop a pipeline of Mid-level and Major Donor prospects utilising best practice in Moves Management to nurture prospects along the pipeline from identification to solicitation and stewardship. 	3
<ul style="list-style-type: none"> Build strong and authentic relationships to grow philanthropic support for THRF Group. Actively pursue cultivation activities such as phone conversations, personal meetings, tours and supporter engagement events. 	4
<ul style="list-style-type: none"> Collaborate with internal teams to develop cases for support and tailored donation requests based on supporter giving potential and interests. 	3
<ul style="list-style-type: none"> Work with the Head of Philanthropy Management to build relationships with intermediary organisations such as lawyers, wealth advisers and financial planners supplying them with tools and knowledge to engage with their clients about philanthropy, to grow giving to THRF Group. 	3
<ul style="list-style-type: none"> Research opportunities and establish relationships with managers of trusts and foundations that have an interest in health and medical research, to grow THRF Groups pipeline of major gifts and gifts in Will. 	3
<ul style="list-style-type: none"> Passionately represent the organisation at various functions, which may include public speaking, to share the vision, mission, and work of THRF Group and actively network within the community. 	4
<ul style="list-style-type: none"> Work closely with the data team to implement prospect research methodology and reporting to develop pipelines for major giving. 	3
<ul style="list-style-type: none"> Utilise Microsoft Dynamic CRM for accurate and timely data collection of key supporter information. 	4
<ul style="list-style-type: none"> Comply with our governance, security and risk management policies and procedures. 	3

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| <ul style="list-style-type: none"> Actively contribute to our positive workplace culture in line with THRF Group's purpose and values. | 4 |
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Qualifications / Knowledge / Experience

- 5+ years demonstrated experience in a supporter engagement role within the fundraising industry OR in a relationship-based sales/customer service role outside of fundraising
- Demonstrated experience specifically with Major Gift solicitation is highly regarded, but not essential
- Current knowledge of the philanthropic landscape in Australia and deep networks within South Australia
- Demonstrated understanding of bequest and major donor identity profiles, to support the research and qualification of donor prospects
- Demonstrated experience using customer relationship management systems. Microsoft Dynamics 365 preferred but not essential.

Personal Attributes / Abilities

- A curiosity about people and their motivations, to benefit strong relationships
- High level of interpersonal skills, able to build empathic and respectful relationships
- Highly self-motivated with a positive attitude and a solution-focussed, outgoing approach
- A passion for our organisation's mission and fundraising for our cause
- Able to develop and maintain effective professional networks and relationships
- Able to work in a results-oriented environment and achieve outcomes within specified deadlines and targets to create impact
- Excellent written and verbal communication skills
- Able to relate sensitively to people of all demographics and address issues as and when they arise in a variety of social settings
- Compassion for and understanding of the needs of others

Key Behavioural Qualities

Our core values are embedded in everything we do at THRF Group. All employees are expected to behave in accordance with the THRF Group core values and behaviours below.

VALUES



Culture

Be proud of what we do and why we do it, treat each other with respect and honesty, work as a team to achieve common goals, support the work life flexibility needs of our colleagues, and aspire to be considered an employer of choice because of the way we support, encourage and inspire our people to be the best they can be.



Professionalism

Act ethically and professionally in all that we do.



Accountability

Be accountable and transparent to each other, our donors, supporters, and other stakeholders.



Supporter Centric

Donors, buyers, and stakeholders are at the centre of everything that we do. Their ongoing engagement is our license to exist.



Innovation

Use every opportunity to innovate regarding what we do and how we do it. Innovation is each team member's responsibility. From the smallest improvement to the largest advancement, every innovation is a victory.



Collaboration

We are stronger together. Be proud to collaborate with other health and medical research funders, universities, other charities, key stakeholders, and partners to make more of an impact in the community.