

<b>POSITION DESCRIPTION</b>	
<b>POSITION TITLE:</b>	RCH150 Gala Dinner Sponsorship Executive  1 year contract.  Full time, subject to requirements
<b>NAME OF POSITION HOLDER:</b>	
<b>SIGNATURE:</b>	
<b>TITLE OF SUPERVISOR:</b>	Manager, Corporate Engagement
<b>NAME OF SUPERVISOR:</b>	Kate Dear
<b>SIGNATURE:</b>	

For office use only
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## 1 PURPOSE OF POSITION

The position of **150 Gala Dinner Sponsorship Executive** is responsible for:

- Securing sponsorship for RCH 150 Gala Dinner.
- Developing plans and tactics to appropriately engage business and build this area of contribution to the Foundation
- Identifying new sponsorship opportunities
- Working with existing supporters to uplift their giving capacity to support this iconic event
- Supporting various internal and external stakeholders to ensure the event is a success

## 2 ORGANISATIONAL RELATIONSHIPS

### **Position Title of Supervisor:**

Manager, Corporate Engagement.

### **Positions that report to this position:**

NIL

## 3 ORGANISATIONAL CONTEXT OF POSITION

The year 2020 marks 150 years of The Royal Children's Hospital (RCH) providing outstanding healthcare to the children of Victoria. From humble beginnings in the heart of Melbourne, the RCH has risen to become a world leading children's hospital within a highly respected academic health science precinct.

The RCH was built by Doctors Smith and Singleton and a ladies committee who raised funds to support the Free Hospital for Sick Children in 1870. Today, that spirit of generosity lives on through the generous philanthropy the hospital receives from across the state and beyond. Philanthropic giving allows the RCH and its Campus Partners, the Murdoch Children's Research Institute and the University of Melbourne Department of Paediatrics to provide world leading care to our most precious resource – our children.

The anniversary is a time to celebrate the achievements of the RCH and the affection the community feels for it. It is therefore appropriate to mark such an important milestone with a series of events within the hospital and around the State. It is the time and it is the perfect occasion (just on a decade after the opening of the new hospital), to both acknowledge and honour what has been achieved and to reaffirm the ongoing and unswerving commitment to continually improving health outcomes for the community's most vulnerable children, today and into the future.

In recognition of this major milestone, the RCH and the RCH Foundation will present a year-long program (RCH 150) that showcases the achievements of the RCH to date, and charts a path towards the future of paediatric healthcare. RCH 150 aims to tell the story of the RCH since its establishment in 1870, and honour past and present contributors. At the same time, RCH 150 will reinforce why the RCH exists and set the agenda, spirit and vision for its future. Shaped by the hospital's values and commitment to access and diversity, RCH 150 will include a wide range of events and initiatives designed to engage the Hospital's many stakeholders.

- Vision** We are The Royal Children’s (RCH) Foundation and we are changing the future of children’s health. Our vision is that the RCH, founded in philanthropy, supported now and in the future will have the capacity to transform health care for children and young people.
- Mission** We inspire our community to invest in the hospital’s future by supporting care, treatment, research and learning that will improve the lives of young people and their families.
- Impact** The hospital will become a global centre of excellence in the care and treatment of the sickest and most vulnerable children and young people. With the support of integrated research programs, great academic leadership and first class staff, it will truly be known for its impact on childhood disease, nationally and internationally.

## Values

### Integrity

*Moral, Ethical, Honest, Transparent and Trustworthy*

We show integrity in all our interactions.

We build trust with our communities by being transparent and by respecting our donors, suppliers and colleagues.

### Gratitude

*Gratitude and appreciation guide what we do*

We are grateful to work in an organisation where young lives are being changed.

We appreciate the generosity of our donors, the support of our colleagues and the respect of our community.

We are grateful for the love the community demonstrates for our children.

### Innovation

*Change and creativity are central to who we are*

We empower each other to explore new ways to innovate and change.

We support medical innovation and we enable the RCH to break new ground.

### Excellence

*Beyond best practice*

We hold ourselves to the highest standard.

We are professionals in our field with a burning desire to pursue excellence.

Our action orientation coupled with reflective practice drives growth and leads to significant impact for the hospital and our donors.

## 4. NATURE AND SCOPE OF POSITION

### 4.1 Work performed

As part of the Royal Children’s Hospital’s 150th Anniversary in 2020, the RCH Foundation will host a once-off Gala Dinner at the Melbourne Town Hall on Thursday 29 October 2020. This high-profile event will give new and existing supporters the opportunity to partner with

RCH during this historical year. Working with a range of public and private sector partners, and following the success of other events, the Gala Dinner will bring together over 600 guests raising funds for RCH.

The position of RCH 150 Gala Dinner Sponsorship Executive is responsible for researching and securing sponsorship for the RCH 150 Gala Dinner in October 2020. This includes identifying new corporate/ individual donors and working with our current donor database to identify donors who may like to partner with RCH during this iconic period.

Philanthropists and corporate donors have the opportunity to purchase tables, sponsor the evening or make significant financial pledges in the anniversary year of RCH. The RCH Gala Dinner 150 Sponsorship Executive will focus on the following stakeholders;

- a) Known philanthropist and sponsors who would like to support RCH during this historical year.
- b) Corporate Victoria who have not donated to RCH Foundation before, however have been identified as a potential supporter.
- c) Current RCH Foundation supporters who have the capacity to give more in 2019/20 and 2020/21.
- d) Working alongside a volunteer lead organizing committee, assist with following up contacts and provide administrative support where required.

#### **4.2. Challenges and problem solving**

Major challenges currently facing the position include the need to:

- Build relationships with all stakeholders, including new and existing donors
- Work across multiple teams in the RCH Foundation
- Manage expectations, and keeping on track and on budget
- Ensuring existing relationships with corporate supporters are nurtured

#### **4.3. Decision-making**

The RCH 150 Gala Dinner Sponsorship Executive is responsible for establishing and maintaining relationships with companies and individuals. The position is responsible for decisions related to the establishment of the sponsorship program associated with the RCH 150 Gala Dinner. Working with the RCH 150 Anniversary team and the Fundraising Department this position is responsible for decisions related to the administration of corporate support and partnerships. This position needs to act independently, with the capacity to make decisions within parameters agreed upon with the Manager, Individual Giving, Manager, Corporate Engagement and Director, Fundraising.

The RCH 150 Gala Dinner Sponsorship Executive must exercise superior judgment in bringing sensitive matters to the attention of the Manager, Corporate Engagement, as appropriate, to ensure proposed solutions are endorsed before implementation

#### **4.4. Communication**

##### **Internal**

- Other Foundation staff – act in accordance with the Foundation’s values and create a team environment that works towards the success of the enterprise
- RCH staff – develop productive relationships with RCH 150 Anniversary and Fundraising teams
- To be part of the team, and join in our flexible, supportive and passionate working environment with good humour and a positive attitude
- RCH Campus partners – to establish strong relationships that ensure smooth communications and increased awareness of the Foundation within the hospital

##### **External**

- Corporate supporters
- Suppliers and contractors
- Local and national – build a personal network within the same field
- Represent the Foundation where required

#### **5. KEY ACCOUNTABILITIES**

- In conjunction with Manager, Corporate Engagement and Manager, Individual Giving, assist with the implementation a corporate sponsorship and major gift strategy to support the RCH 150 program
- Implement and manage comprehensive research and discovery protocols to determine viable opportunities for new corporate engagement and elevation of existing corporate support
- Research current RCH suppliers to discover new opportunities
- Personally engage and cultivate corporate relationships to elevate support
- Provide administrative support to the organizing committee and Peter Jones Special Events who have been appointed to manage the event.

#### **6. KNOWLEDGE, SKILLS AND EXPERIENCE**

##### **Key Selection Criteria**

##### **Essential**

- Minimum 3 years’ experience in fundraising or sponsorship
- Experience securing \$10,000+ gifts from corporate or private donors
- Experience building and developing positive working relationships with a wide variety of internal and external stakeholders
- Excellent written, verbal and presentation skills along with strong administrative skills
- Demonstrated attention to detail, working under own initiative to strict deadlines, and managing accounts and projects simultaneously

##### **Desirable**

- Experience in a similar organisation and/or working with volunteers
- Knowledge of Salesforce360

## 7 TERMS AND CONDITIONS

- The position is offered as a one year contract position commencing in November 2019
- There will be a 3 month probationary period
- There will be a requirement to work outside of normal hours on limited occasion for fundraising events and activities. Allowance is made for reasonable time-in-lieu. Flexible working hours and conditions are offered
- A competitive remuneration is available for the right candidate, depending on experience. Salary packaging is available. Leave entitlements as per national standards

## 8 KEY PERFORMANCE INDICATORS

To be developed with a personal work plan.

### AGREEMENT TO THIS POSITION DESCRIPTION - to be filled out by the successful applicant

Signed for and on behalf of Sue Hunt  
Chief Executive Officer  
The Royal Children's Hospital Foundation

Signed by the Appointee  
Appointee Name:

Signature:

Signature:

Date:

Date:

## MORE INFORMATION AND HOW TO APPLY

- **Selection Criteria** - Applications must address the Selection Criteria in the position description - applications that do not address the Selection Criteria will not be considered. If you have not responded to selection criteria before for a job application, then please visit [www.rchfoundation.org.au](http://www.rchfoundation.org.au) for more information.
- **More information** - For further information or queries about this role, please email [kate.dear@rch.org.au](mailto:kate.dear@rch.org.au).
- **Submitting your application** - Send your application, including your CV, the names and contact details of three referees and your response to the Selection Criteria to [jobs.foundation@rch.org.au](mailto:jobs.foundation@rch.org.au) by COB on Friday 1<sup>st</sup> November 2019.