



**Walter+Eliza Hall**

Institute of Medical Research

**DISCOVERIES FOR HUMANITY**

## **Employment Opportunity: Philanthropy (Advancement) Services Manager**

*Philanthropy Department*

*The Walter and Eliza Hall Institute of Medical Research*

*Parkville, VIC, Australia*

An excellent opportunity exists for a Philanthropy (Advancement) Services Manager to join the Philanthropy Team at one of Australia's leading biomedical research organisations.

### **About the Walter & Eliza Hall Institute**

The Institute is one of Australia's leading biomedical research organisations, with a strong national and international reputation for performing highly influential basic/fundamental and translational research. With more than 1,100 staff and students, the Institute is addressing some of the major health challenges of our time, with a focus on cancer, infection, inflammation, immune disorders, development and ageing.

### **About the position**

Reporting to the Head of Philanthropy, this newly created role will lead a small team charged with supporting all fundraising and philanthropy activities, including Major Gifts and Bequests, Appeals and Regular Giving, and Trusts and Foundations. The Philanthropy Services Team provides support to Philanthropy staff and the Head of Philanthropy by developing reporting suites, database training (Raiser's Edge and RENXT), administering user accounts, developing, reviewing and implementing business rules to guide data entry, gift processing, financial disbursements and reconciliations, prospect research, donor relations and stewardship to support the efforts of the Philanthropy Office.

The Philanthropy Services Team is the central services hub for all philanthropic programs. The team is responsible for gathering, organising, managing and disseminating information. The team supports the relationship building and gift process from start to finish—from identifying prospects and keeping track of new pledges, to continuing relationships with donors and demonstrating how their gifts are being used.

The Philanthropy Services Team is charged with creating efficiencies for frontline fundraisers – by providing accurate and timely information, supporting improved business decision making, reducing duplication, enhancing reporting, prospect and donor management and growing the foundation for greater innovation.

### **Selection Criteria**

- This role is ideally suited to an Advancement Services professional from the university sector.
- Must be a skilled and experienced user of Raiser's Edge and Raiser's Edge NXT, able to demonstrate a strong understanding of how to support a multifaceted philanthropy

strategy, including major gifts, bequests, trusts and foundations and regular giving/appeals.

- Demonstrate strong analytical skills and the ability to generate sophisticated reporting suites - to help drive business processes and to inform decision making.
- Demonstrate strong financial management skills, including an ability to continuously improve financial management processes, such as disbursements and reconciliations.
- Demonstrate excellent donor/customer service skills and experience, with both internal and external stakeholders.
- Strong organisational and time-management skills – must be able to manage competing priorities, meet deadlines and manage multiple and diverse projects.
- Excellent written and verbal communication skills, including the ability to prepare and speak to reports for management and board committees.
- Highly developed interpersonal skills and the ability to communicate respectfully and sensitively with a broad range of stakeholders.
- Strong team player, with a demonstrated ability to influence, an enthusiastic self-starter, energetic, motivated and approachable.

### Terms of appointment

This position is available for 2 years in a full-time capacity. Salary is HEW 8 (\$102,193-110,611). In addition, up to 17% superannuation and very attractive salary packaging options are available.

General enquiries can be directed to Deborah Carr – [carr.d@wehi.edu.au](mailto:carr.d@wehi.edu.au)

A position description is [available](#).

### How to apply

Please email your application including cover letter, CV and a letter addressing the key selection criteria in pdf format to [jobapplications@wehi.edu.au](mailto:jobapplications@wehi.edu.au), quoting reference **WEHI/DADC100220** in the subject line.

Application closing date: **9 March 2020**

*At the Walter and Eliza Hall Institute we strive to ensure our staff and students enjoy a great working environment. We value [diversity and gender equity](#) in our work force and promote flexible working arrangements for staff to balance working requirements and personal needs. We have implemented a number of gender equity initiatives to support female laboratory heads.*