

Position Description

Position Details

Position Title: **Community & Grants Fundraising Officer**
Reports to: Philanthropy Manager
Commencement Date: ASAP

Why work for the NORTH Foundation?

The NORTH Foundation is proud to be the registered charity for the Northern Sydney Local Health District (NSLHD) and to serve as the fundraising partner for Royal North Shore, Ryde and Hornsby Ku-ring-gai hospitals and the Kolling Institute of Medical Research.

The NORTH Foundation has a clear and simple mission to improve community well-being by supporting innovative health research and the delivery of exceptional patient care. You will be empowered to find innovative ways to achieve this mission in a team environment and will have a clear understanding of how your efforts contribute towards the NORTH Foundation being widely recognised as a major contributor to world class medical research and a community health system in which people enjoy improved health throughout their whole lives.

For more information, please visit www.northfoundation.org.au

Main Purpose

To plan and deliver the NORTH Foundation's Community & Grants Fundraising Program with the overarching aim of increasing philanthropic giving to the NORTH Foundation, gaining support from individuals, corporates, trusts and foundations as well as fostering a sense of engagement from within the community. The Foundation's Community & Grants Fundraising Program currently solicits donations through mini campaigns, crowdfunding, a grateful patient program, community fundraising initiatives and events. We are relatively new to the world of grants but are looking for someone who is able to use the StrategicGrants platform to create a grants strategy and work with the Philanthropy Manager and relevant beneficiary staff to submit regular grant applications for areas of funding interest. Success for the philanthropy team is measured by income, donor numbers and in terms of engagement, acquisition, renewal and upgrade rates.

Key Responsibilities

The Community & Grants Fundraising Officer will be responsible for a suite of programs that aim to identify, engage and cultivate relationships with members of the community, trusts and foundations and corporate sector for the purpose of increasing philanthropic support to the NORTH Foundation.

Some of the key programs they will be responsible for are:

Gift of Thanks/Grateful Patient Program

- Evaluate, develop and implement our 'Gift of Thanks' grateful patient program
- Create engaging collateral to build and enhance promotion of the program with a focus on ease of donating
- Create and implement a training program for internal staff to ensure appropriate training and promotion of the program

- Work with the Philanthropy Manager to identify and cultivate key gift of thanks donors with major giving capacity
- Assists in the development of a doctor/clinician engagement program aimed to bolster the grateful patient program
- Assists in implementing a referral and prospect identification system, which may include techniques such as grateful patient gatherings and receptions.

Grants/Trust & Foundations

- Develop NORTH Foundation's approach to grants/Trusts & Foundations fundraising through the use of StrategicGrants
- Proactively identify opportunities that are relevant to the interests and funding needs of NORTH Foundation and its beneficiaries
- Establish a grants calendar and maintain a record of submission dates, key deadlines, etc
- Write and create top quality applications in collaboration with the Philanthropy Manager, clinicians, researchers and hospital staff
- Manage submission of funding and grant applications and timely acquittal/reporting
- Prepare reports and communicate outcomes clearly with all internal and relevant external stakeholders
- Manage and steward relationships with relevant Trusts & Foundations
- Ensure all applications, reports, communications are tracked in the CRM.

Community Giving

- Oversee the organisation of all community giving events with a view to maximizing financial support, building Foundation profile, and enhancing Foundation relationships in the community
- Manage community giving fundraising requests and acts as a resource for third party events providing information, promotional material, and support
- Provides marketing support where needed such as posters, social media posts and online e-blasts
- Proactively encourage and cultivate members of the community to organise successful fundraising events for NORTH Foundation
- Actively acquire new volunteers, fundraisers and donors for the Community Giving Program
- Develop and implement a stewardship plan for Community Giving volunteers, fundraisers and donors
- Undertake ongoing follow-up with fundraisers before, during and after their fundraising activity or event and steward fundraisers toward repeat support of NORTH Foundation
- Maintain and update a Community Giving fundraising events calendar

Crowd Funding

- Create and manage crowd-funding campaigns using our Fundraising Hub (Raisely)
- Proactively encourage and cultivate members of the community to organise successful crowd-funding projects for NORTH Foundation
- Identify key projects of interest and work with relevant staff to develop case of support messaging and collateral
- Manage and maintain relationship with the project/fundraising lead during campaign
- Provides marketing support where needed such as videos, posters, social media posts and online e-blasts
- Provide clear updates, reporting and feedback on projects
- Create a stewardship plan for crowd-funding donors to ensure an introduction into our donor community and potential repeat giving

Other duties as assigned by the Chief Executive Officer of the NORTH Foundation in line with the strategic vision.

Selection Criteria

Essential

- Excellent time management, administrative and organisational skills with the ability to plan workload, prioritise tasks, meet deadlines, report back and adapt to changing circumstances
- Excellent written and verbal communication skills with strong attention to detail and ability to tailor messaging to a variety of audiences
- Excellent stakeholder management skills and ability to establish collaborative and sustainable relationships with both internal and external stakeholders
- Results oriented approach and desire to deliver tangible outcomes that feed into Foundation strategic goals
- Ability to articulate a case for support for the foundation's priorities in a way that is compelling and demonstrates impact
- Ability to proactively engage and collaborate with members of the community to foster community fundraising projects
- Ability to engage, lead and motivate volunteers, fundraisers and donors
- Ability to interpret, dissect and analyse complex written material such as scientific and health information, grant guidelines and application forms
- Strategic and analytical thinking; ability to identify opportunities and tackle a problem by using a logical, systematic, sequential approach
- High level of professional information technology skills
- Ability to work collaboratively and with a high level of flexibility both in a team and independently, in an environment with changing demands.

Desirable

- Experience implementing community/corporate giving programs
- Experience with writing & receiving grants and donations
- Experience building trusted long-term partnerships and relationships
- Experience with crowdfunding platforms
- Experience creating program collateral using design programs such as Canva, InDesign, Photoshop, Illustrator
- Experience working in a not-for-profit or philanthropic organisation
- Experience working with a CRM Data base (like ThankQ, Salesforce, Raiser's Edge, etc)

Special Requirements

Willingness to undertake shifts of work outside standard office hours (including nights and weekends) for events.

Job Complexity, Skills, Knowledge

Supervision & Independence

This Community & Grants Fundraising Officer reports to the Philanthropy Manager who will provide overall supervision, direction and guidance. The Community & Grants Fundraising Officer is expected to take a continuous improvement approach to their tasks and to propose, develop and implement on-going process improvements.

Problem Solving & Judgment

The Community & Grants Fundraising Officer is expected to prioritise and schedule their workload, sometimes with competing deadlines, to achieve the best individual and team

outcomes. The incumbent will also be expected to exercise judgment and respond appropriately to situations arising through interactions with current and prospective donors.

The Community & Grants Fundraising Officer is expected to serve as a responsible, ethical representative of the NORTH Foundation and NSLHD in all official interactions.

Professionalism

The Community & Grants Fundraising Officer will be expected to work with a level of independence and self-direction and must establish effective working relationships with all members of the Foundation Team, as well as with NSLHD staff and external suppliers.

Behaviours / Attributes

- A combination of the personal sensitivity, maturity of approach and that is needed when working with prospective donors.
- Ability to handle sensitive and confidential information.
- Demonstrates accountability for work outcomes and exercising sound judgement.
- Adaptable and able to make things happen in fast-paced dynamic team environment.
- Ability to receive instruction positively and execute successfully.
- High level of attention to detail and accuracy with a proactive approach to minimise errors and increase efficiencies.
- Quickly learns new technology and processes.
- Undertakes work in a safe and compliant manner by adhering to company policies, including workplace health and safety procedures.
- Personal motivation and affinity with the NORTH Foundation mission.
- Self-confidence, enthusiasm and a “can do” attitude.
- Demonstrated commitment to teamwork, learning, skills development, knowledge and information sharing.
- Understand and promote NORTH Foundation Values –
INTEGRITY | COMPASSION | INNOVATION | COLLABORATION | IMPACT