

Employment Opportunity: Annual Giving Manager - Parental leave cover

Fundraising & Philanthropy Department

WEHI - The Walter and Eliza Hall Institute of Medical Research

Parkville, VIC, Australia

An excellent opportunity exists for an Annual Giving Manager to join the Fundraising & Philanthropy team at one of Australia's leading biomedical research organisations.

About the Walter & Eliza Hall Institute

WEHI is Australia's longest serving medical research institute, a leading biomedical research organisation, with a strong national and international reputation for its discovery and translational research, for its cutting-edge technology, and its highly collaborative culture. 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, childhood development and healthy ageing.

About the position

Reporting to the Head of Philanthropy, the Annual Giving Manager supports WEHI's Philanthropy Strategy and Action Plan by managing and delivering end-to-end, integrated annual giving programs.

The successful candidate will develop, implement and deliver high quality mass fundraising programs in order to acquire, retain and convert donors. This role requires a high-level of fundraising expertise, strategic thinking, collaboration and communication with a wide range of internal and external stakeholders. It also requires the ability to manage and motivate staff effectively to develop and implement a range of annual giving initiatives.

The Annual Giving team is responsible for growing and retaining the number of donors to the Institute, developing a revenue stream, and building the platform for major giving, bequests and regular giving.

Selection Criteria

- This role is ideally suited to a **Fundraising professional** from the not-for-profit sector with more than five years in a similar role
- Demonstrated end-to-end **program management experience**, from early concept development, content development, internal and external stakeholder liaison, through to execution, evaluation and reporting – in Fundraising Direct Marketing/Appeals preferable.
- Demonstrated experience **managing internal and external stakeholders** – including fundraising agencies, graphic designers, list brokers, printers and key internal stakeholders.
- Strong **organisational and time-management skills** to meet deadlines and manage multiple projects simultaneously.
- Excellent **written and verbal communication skills**, especially the demonstrated ability to write appeal copy.
- Excellent **interpersonal skills** and the ability to communicate respectfully and sensitively with a broad range of stakeholders.
- Excellent **leadership skills** and a resilient team player – responsible, flexible,

efficient and approachable with a strong and demonstrable commitment to customer service.

- **Strategic thinker** with a 'hands-on' approach.
- Excellent **project management skills** to deliver high quality projects in a cost-effective manner.
- An enthusiastic **self-starter, self-motivated**, with excellent **attention to detail**.
- Proficient in Microsoft Office programs and database skills – **Raiser's Edge experience** preferable.

Terms of appointment

This position is available for 12 months parental leave cover 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

A position description is [available](#) (click on available to view the PD).

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, quoting reference **WEHI/DADC231120** in the subject line.

Application closing date: 7 December 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. We welcome applications from Aboriginal and Torres Strait Islander people.