

Trust and Foundations Specialist

- **Join our world-class neuroscience research institute**
- **Play your part in conquest of the new frontier, the brain**
- **Help people affected by dementia, Parkinson's, injury (including spinal cord), pain, mental illness and more**
- **Excel in a key position within a welcoming team**

About NeuRA

Neuroscience Research Australia (NeuRA) is a leading independent medical research institute whose vision is to prevent and cure disease and disability of the brain and nervous system through leadership, excellence and innovation in neuroscience research. NeuRA has world-class research facilities and is based at Randwick in Sydney.

About the Role

NeuRA is searching for a part-time (3 days per week) skilled and experienced Trusts and Foundations Specialist to join the fundraising and communications arm of the Institute (known as the NeuRA Foundation). The role reports to the Foundation Executive Director.

The Specialist is charged with end to end management of NeuRA's fundraising interactions with trusts and foundations. This portfolio is an important one for NeuRA, one where NeuRA has enjoyed fundraising success but where there is ample growth opportunity with a specialist at the helm.

The role is responsible for:

- research to identify suitable trust and foundation opportunities and their timing for NeuRA fundraising priorities;
- crafting a compelling application, working collaboratively with the relevant researcher(s);
- maintaining a regular and timely flow of communication with the trust/foundation, according to the preferences and requirements of the Trustees;
- writing reports, working collaboratively with the relevant researcher(s)
- producing financial acquittals as required, supported by the Finance team

To thrive in this role you will need:

- Prior experience working with trusts and foundations (note, this does not include Private Ancillary Funds) to meet income targets
- Superlative writing skills
- Meticulous attention to detail
- Strong relationship/stakeholder management skills
- Budget management experience
- A tertiary qualification in communications, history or other relevant discipline.

You will be a positive and even-handed team player and able to build productive professional relationships with both colleagues and researchers.

To apply

To apply, submit your CV and cover letter addressing the selection criteria via [seek.com.au](https://www.seek.com.au). Flexible working arrangements are available.

Full Position Description with the selection criteria can be downloaded from our website www.neura.edu.au

Closing date: 15 March 2021

You must have the right to live and work in Australia.

Neuroscience Research Australia (NeuRA) is an Equal Employment Opportunity Employer. We are committed to promoting equality of opportunity and eliminating discrimination in all our employment policies and practices.

NeuRA acknowledges the traditional custodians of the lands on which we work, and extends respect to all Elders past, present, and emerging.