Senior Philanthropy Manager

Hunter Medical Research Institute

A fantastic opportunity exists for a Senior Philanthropy Manager to join the Philanthropy Team at the Hunter Medical Research Institute based in Newcastle, NSW.

About the Opportunity

Every one of our staff and 1,600 passionate affiliated researchers and support staff has a different reason for getting involved in doing or supporting medical research. Some were inspired by teachers or mentors. Others relish the challenge of solving a universal problem. Some have seen friends and family affected by a cruel disease. And others want to make a difference. But we all share the same purpose: To improve the health and wellbeing of our communities. That’s what gets us up in the morning!

HMRI is a pioneer in translational medical research, working in partnership with the University of Newcastle, Hunter New England Local Health District, and the Community to improve health outcomes in the Hunter Region, nationally and beyond. Our research is world class. We enjoy a professional and enthusiastic service-orientated culture with a highly supportive Director, Board and Foundation.

Our staff are conscious trailblazers, community cultivators, and thoughtfully candid in our interaction with others. We solve problems together – we are greater than the sum of our parts.

We are seeking an experienced and energetic philanthropy professional to join our team.

This role is part of a team of philanthropy professionals and reports to the Head of Philanthropy. The role’s purpose is to increase HMRI’s philanthropic funding, with a focus on major gifts. We take a donor centric approach built on strong relationships with our donors, our supporters, and our researchers.

You will be responsible for:

• Working in collaboration with clinical and discovery researchers and the Head of Philanthropy to develop compelling cases for support
• Developing a pipeline of major donors, in collaboration with the team of philanthropy managers.
• Engage with prospects and donors to establish, build, and maintain donor relations to secure deeper donor commitment to HMRI, especially identifying and cultivating major donor prospects
• Developing and maintaining excellent relationships with donors, researchers, and colleagues
• Meeting team revenue targets and individual Key Performance Indicators (activity focused) as set.
The role is full-time until 30th September 2024 on a fixed-term contract based on the current funding model (with the possibility of renewal subject to funding). A competitive salary, based on skills and experience, includes attractive salary packaging tax-free benefits available to all HMRI staff.

About You

The successful candidate will:

- Have experience in fundraising and/or professional services sales
- Enjoy identifying and engaging with prospective donors
- Have experience in building and maintaining quality professional relationships
- Possess excellent written and verbal communication skills
- Have analytical skills – i.e., the ability to assimilate medical/scientific information into a succinct lay summary
- Have University Degree qualifications
- Demonstrate reliable, honest, and trustworthy service to donors, customers and/or colleagues
- Demonstrate warmth, respect, and friendliness
- A passion for the advancement of health, medicine, and public health policy

Our team is friendly, fun, hard-working and passionate about fundraising for medical research. We are also passionate about building and developing relationships with donors and researchers and the role we play in upholding HMRI’s reputation in the community.

If you are interested, or know of someone that may be interested:

How to Apply

Please email your application to recruitment@hmri.org.au including a cover letter, current resume including at least two (2) work-related referees, and responses to all the essential selection criteria as outlined in the attached position description.

For more information, please contact the Head of Philanthropy, Dr Giavanna Angeli at Giavanna.Angeli@hmri.org.au using the subject line: Senior Philanthropy Manager - New Lambton Heights or phone 02 4042 0350.
Senior Philanthropy Manager

**Position purpose**

The Senior Philanthropy Manager role is an outward facing role to the community and the HMRI research community. The purpose of this role is to increase the number and the value of donations and bequests, with a focus on identifying and engaging with donors and moving donors through the donor continuum in their commitment to HMRI from regular and mid-tier donors through to high-net worth individuals who are major gift prospects/donors or individuals who have advised their intent leave HMRI a bequest, in line with the HMRI Philanthropy Strategy. This role is also responsible for recruiting new major donors and corporate partners to meet ambitious income growth targets, especially through their own local networks.

The Senior Philanthropy Managers will work with researchers to prepare compelling proposals and match these to donor passion in collaboration with the Head of Philanthropy and others in the team to secure philanthropic revenue to support HMRI’s Purpose, steward donors and move them along the donor continuum and commitment to HMRI. The Senior Philanthropy Managers will work with the Head of Philanthropy to achieve team revenue targets in line with the goals of the HMRI Philanthropy Strategy.

A key purpose of the Senior Philanthropy Manager role within our Philanthropy Team is specialising in relationship building with our donors, supporters and researchers and having an important outward facing role in upholding HMRI’s reputation in the community.

**Key responsibilities**

The key responsibilities of the role include, but are not limited to, the following:

- Meet revenue targets and team Key Performance Indicators (KPIs) as set.
- Engage with prospects and donors to establish, build, and maintain donor relations to secure deeper donor commitment to HMRI, especially identifying and cultivating major donor prospects, Trusts and Foundations, corporate foundations (or sponsors), and bequest prospects, in collaboration with the team and the Head of Philanthropy in line with the HMRI Philanthropy Strategy.
- Develop donor profiles and donor stewardship plans for major donors and prospects.
- Work in collaboration with affiliated HMRI researchers and clinicians to develop accurate,
professional, impactful Case for Support statements for Research Projects and assist with the development of cases for support for HMRI’s Research Programs.

- Convert Case for Support documents into accurate, professionally presented Concept Papers and Proposals which are relevant and meaningful for donors.

- Create and maintain daily, accurate contact reports and proposal pipeline information for KPI reporting in the donor database.

- Work with the appropriate members in the philanthropy team (including the Philanthropy Administration Manager) to complete, in a timely manner all HMRI gift administration policies and procedures.

- Implement the philanthropy stewardship strategy to steward donors along the donor continuum to secure repeat gifts from existing donors.

- Attend HMRI and community events and undertake presentations/public speaking to represent HMRI, as required.

This role may be required to provide the HMRI Foundation or Auspiced fundraiser support to secure qualified referrals from members, and their networks, to engage major donor prospects.

- Prepare approach strategy documents, written correspondence and verbal scripts/high value questions, and donor management plans to effectively engage with major donors; and including preparing researchers for donor meetings.

- Take a mentoring, coaching and collaborative approach across the team of Senior Philanthropy Managers to ensure each member of the team benefit from the unique experience and skills of each other.

**HMRI expectations & legal compliance**

- HMRI expects its people to contribute to the efficient and effective functioning of the organisation to meet HMRI and team strategic and operational objectives. This includes actively participating in the Individual Performance Plan and Review process, demonstrating appropriate and professional behaviour in accordance with HMRI’s values and Code of Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed.

- All HMRI employees are expected to:
  - Make sound time management judgement in relation to prioritising work and meeting deadlines.
  - Perform their responsibilities in a manner which reflects and responds to continuous improvement.
  - Contribute to the effectiveness of the team.
  - Take responsibility for personal career development and training.
• Read, understand and comply with all HMRI policies, procedures, and reasonable direction, as amended from time to time.

• Ensure the reputation and integrity of HMRI is maintained at all times.

• Maintain confidentiality at all times.

• Attend HMRI-related functions, meetings, seminars, and/or training courses as directed, from time to time, by your supervisor.

• Undertake risk management in accordance with HMRI’s Risk Management Framework and actively support and participate in the risk management processes adopted by HMRI which include identifying, analysing and evaluating risk that may impact on HMRI.

• Demonstrate understanding of the principles of anti-discrimination, equity, work health and safety and other relevant legislation, and show the willingness and capacity to implement equal employment opportunity and work health and safety plans, policies and programs.

Other job-related information

Identification check
• The person appointed to this position will be required to complete a 100-point identification check and employment is subject to proof of the right to work in Australia.

Pre-existing injury
• The person appointed to this position will be required to disclose any pre-existing physical and/or psychological injuries or disease that might be affected by employment in this position. This will assist HMRI in providing a safe work environment.

Additional hours
• The person appointed to this position may be required to undertake occasional work out of ordinary hours from time to time as may be required during the course of employment.

Essential position requirements

• Experience in fundraising and enjoy securing funds
• Experience in and enjoy identifying and engaging with prospective donors
• Ability to build relationships with donors, prospects, researchers, and other groups – including Business Leaders
• Passionate about HMRI, value contributing to the advancement of health, medicine, and public health policy to improve the health and wellbeing of our communities (HMRI Purpose).
• Demonstrate being reliable, honest, respectful, and trustworthy to donors, researchers and/or colleagues
• Demonstrated ability to meet KPI’s – including financial targets and deadlines
• Excellent negotiation skills, from prospect identification, cultivation and close.
• Excellent customer service resulting in a high proportion of repeat gifts.
• Excellent written and verbal communication skills including effective communication with clinicians, academics, business people and volunteers
• Analytical skills i.e., the ability to assimilate complex (medical) information into a simple and succinct summary (for a lay person)
Complete timely and accurate contact reports within 48 hours of donor/foundation meeting.
Complete timely and accurate case for support documents within 48 hours of researcher meeting.

High level computer skills including Excel, Word and PowerPoint
Strong organisational and time management skills to prepare for and undertake donor meetings.
Ability to work independently and cooperatively and enthusiastically as part of a team and with other teams.
Ability to utilise skills and experiences to benefit the wider philanthropy team.
Ability in public speaking especially to community groups like Rotary, Lions, Probus.

I confirm that I have read this Position Description, understand its content and agree to work in accordance with the requirements of the position. I also understand that this document is intended to provide an outline of the key responsibilities of the position and that aspects of the document may change over time.

__________________  __________________  
Employee Name       Employee Signature  Date

Note: A copy of this signed acceptance is to be placed on employee’s personnel record and a copy provided to the employee.