

# MANAGER, PLANNED GIVING

- *Build relationships for future impact*
- *Join the fight against heart disease & diabetes*
- *Full-time, flexibility, initial 2-year contract*



Baker Heart and Diabetes Institute is an independent, internationally renowned medical research facility, with a history spanning more than 95 years. The Institute's work extends from the laboratory to wide-scale community studies with a focus on diagnosis, prevention and treatment of diabetes and cardiovascular disease. The Baker Institute is the nation's first multi-disciplinary organisation tackling the deadly trio of obesity, diabetes and cardiovascular disease through research, education and patient care.

Reporting to the Executive General Manager Community & Corporate Relations, the Manager, Planned Giving will play a vital role in raising funds to enable the Baker Institute to achieve its mission through gifts in wills and bequests in perpetuity. You will lead the development and implementation of multi-channel growth strategies to maximise the planned giving program. Working closely with the Philanthropy and Direct Marketing teams, you will identify prospects and integrate bequest lead generation, conversion and retention strategies into the fundraising program.

Together with a Relationship Manager, you will manage a portfolio of donors on their gifts in wills journey ensuring outstanding service, stewardship and meaningful connection with Baker Institute. Database management, insights and analytics, together with budgets, reporting and forecasting will be important aspects of this role to ensure growth, performance and long-term impact.

## About YOU

- Proven experience in planned giving and/or major gift fundraising including cultivation, stewardship and gift solicitation, together with understanding of systems, processes, code of ethics and operations that underpin best practice fundraising
- Effective team leader to build a high-performing and collaborative culture
- Ability to develop and implement engagement strategies and communication plans, plus facilitate compelling story-telling
- Stakeholder engagement to develop strong internal and external relationships and collaboration
- Sound interpersonal, communication and donor-centric relationship development, and ability to understand the tact, privacy and confidentiality required when discussing legacy gifts
- Understanding of will making and estate management
- Proficient skills in Microsoft Office and relationship CRM database

**APPLY NOW** if you are a motivated, committed and passionate fundraiser with the desire to grow the Baker Institute's Planned Giving Program and support the fight against heart disease and diabetes.

*Gembridge is proud to partner with Baker Heart & Diabetes Institute.*

For a confidential discussion, contact Jenni D'Orival or Michelle Varcoe on 03 8375 9661 or [apply@gembridge.com.au](mailto:apply@gembridge.com.au)



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