

# GIFTS IN WILLS MANAGER

- *Grow bequests, stewardship & the donor experience*
- *Join a thriving team, driving impact in public health*
- *Melbourne location, part-time (0.6 FTE)*



Austin Health is one of Victoria's largest providers of tertiary health services, health professional education and research. Austin Health includes the Austin Hospital, Heidelberg Repatriation Hospital, Royal Talbot Rehabilitation Centre and the Olivia Newton-John Cancer Centre. The Foundation manages philanthropic and volunteer development and is responsible for supporting, promoting, recognising and growing giving to Austin Health.

The Gifts in Wills Manager is responsible for the development and implementation of Austin Health's Gifts in Wills program, including strategies for program growth and maintaining a sustainable income stream. This role works with internal and external stakeholders to raise the profile of Austin Health, manage estates and increase bequest pledges and confirmed bequestors as part of the broader Philanthropy strategy.

Reporting to the Head of Philanthropy, this critical role within the Foundation team will develop and implement a calendar of strategic events and stewardship activities to enhance the donor experience, including personalised communications, impact reports, Gifts in Wills collateral and the management of effective and engaging bequestor circles. You will lead data projects and other activities to identify potential donors and effectively handle relevant enquiries. You will also ensure all key donor interactions and correspondence are accurately recorded in the CRM (Salesforce). In consultation with the Head of Philanthropy, this role will deliver the budget and operational plan aligned with the Gifts in Wills strategy.

## ABOUT YOU:

- Demonstrated success managing, growing and meeting the targets of a Gifts in Wills program, as well as leading meaningful donor engagement activities,
- Proven experience developing and implementing strategic fundraising plans,
- Excellent relationship management and stewardship skills, including internal and external stakeholders,
- Outstanding interpersonal, communication and relationship nurturing skills, as well as the ability to turn complex information into digestible presentations and collateral,
- You are goal- and action-oriented, emotionally intelligent, have strong organisational and planning skills, operate with integrity and professionalism, capable of handling sensitive and confidential matters, plus the ability to work autonomously and as part of a team with an inclusive and helpful attitude,
- Highly developed skills in philanthropic CRMs, preferably Salesforce,
- Knowledge and understanding of Austin Health's strategic and operational context is favourable,
- An interest in healthcare and experience in operating in a large, complex healthcare organisation is an advantage,
- CFRE or similar qualifications and FIA membership are desirable,
- Strong alignment with Austin Health's values – *Our actions show we **care**; We bring out **best**; Together we **achieve**; We **shape the future**.*

*Work with Austin Health! Your reward is to work in a collaborative environment which will provide you with opportunities for ongoing training and development. Your benefits will include salary packaging and an employee assistance program.*

**APPLY NOW** if you are a confident fundraiser with excellent interpersonal skills and ability to nurture relationships along with a strong alignment to Austin Health's values.

*Gembridge is proud to partner with Austin Health.*

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

