

EXECUTIVE MANAGER, FOUNDATION

- *Advance care for Melbourne's senior Jewish community*
- *Inspire donors & grow philanthropic support*
- *Foster strong key relationships*
- *Full-time or part-time, Caulfield North location*



Emmy Monash Aged Care is a place where excellence in care, advanced lifestyle programs and guaranteed peace of mind is delivered through a holistic people centred approach. With an established reputation for providing the highest standards of clinical care, Emmy Monash is known for their award-winning programs. Located at the heart of Melbourne's Jewish community, a state-of-the-art facility offers independent living, residential aged care and respite services for 155 residents, in a warm and supportive environment with a team of 200 dedicated staff. The Emmy Monash Foundation is essential to ensure the sustainability of the organisation for years to come.

The **Executive Manager, Foundation** is responsible for the strategy, development and management of an effective long-term philanthropic program to formalise and co-ordinate bequests, in-memoriam gifts and major donor programs and net income to support Emmy Monash's vision. This role will also support the efforts of the Foundation Board to identify prospective donors and supporters and leverage their strong relationship skills to inspire new supporters and nurture existing relationships with donors and supporters to implement and grow the program and impact for the community.

Reporting to the Chief Executive Officer, and as part of a collaborative executive team, you will foster positive relationships with key internal and external stakeholders, including the strategic solicitation of gifts from prospects and donors, the maintenance of a prospect pipeline and leading supporter and other events. You will implement donor journey and stewardship plans to foster retention, maximise individual giving levels and achieve sustainable revenue growth and budget targets. Research, reporting and database management will be important to ensure accurate records of contacts, external relationships and prospect research, plus maintaining compliance with best-practice Fundraising and Privacy legislation.

About YOU

- Bachelor's degree or equivalent education and experience,
- CFRE accreditation or fundraising training/membership via FIA, EducatePlus, CASE, Madison Down Under (desirable),
- Sound knowledge of fundraising legislation, practices and philosophy of charitable giving,
- Demonstrated extensive fundraising experience with proven success in gift solicitation and fundraising,
- Demonstrated record of financial development and/or sales productivity in a complex environment,
- Experience in developing, planning and managing a successful major gift program,
- Exceptional presentation, interpersonal and communication skills, plus the ability to liaise with a broad range of socially, culturally and economically diverse internal and external stakeholders,
- You are self-motivated and thorough, with the capacity to drive projects and activities to successful conclusion,
- Able to align with Emmy Monash's commitment to quality and act in accordance with their Code of Conduct, Values and other frameworks, policies and procedures.

APPLY NOW if you are a strategic and motivated fundraiser, looking to drive projects and inspire philanthropic support that helps provide care for Melbourne's senior Jewish community.

Gembridge is proud to partner with Emmy Monash Foundation.

For a confidential discussion, please contact
Michelle Varcoe on **03 8375 9661**; or
apply@gembridge.com.au

