



Donor Relations Manager, Bequests

Full time, ongoing position

Cabrini Malvern & hybrid work from home

- **Not for profit, values driven healthcare provider**
- **Specialist role focusing on bequests and stewardship of high value supporters and donors**
- **Be part of a high performing team delivering significant growth**
- **Attractive remuneration and salary packaging up to \$15,900 tax free each year, plus meal & entertainment card**

How you will make an impact

The work of the Cabrini Foundation ensures we can continue to provide a wide range of vital healthcare services as well as develop the next generation of healthcare professionals. We create ways for patients, their families and our community to connect and show gratitude, enabling Cabrini to continue providing exceptional care for patients now and in the future. Cabrini Foundation relies on donations, grants and bequest gifts to fund the latest medical equipment and technology, conduct innovative research and invest in large scale capital projects.

The role

The Donor Relations Manager is a newly created role responsible for developing professional, personable and long-term relationships with a large portfolio of bequest donors to confirm and steward significant bequest pledges and donations. Reporting to the Associate Director Philanthropy, the role's primary focus is relationship management and growing the portfolio of current and prospective bequest supporters and donors through delivering strategic and personalised supporter journeys to ensure their continued giving or confirming a bequest to Cabrini.

Key responsibilities include:

- Developing professional, personable and long-term relationships with a large portfolio of bequest supporters and current donors
- Developing strategies to move supporters through the bequest pipeline
- Manage and grow the bequest membership program (Cabrini Society)
- Coordinate the probate process, including communicating with Executors and liaising with Cabrini colleagues for the timely receipting of estate gifts
- Provide stewardship to a small portfolio of high value donors

About you

Tertiary qualification in a relevant discipline such as marketing, communications, commerce or related field; and experience in philanthropy or fundraising, and/or demonstrable skills in sales management, business development or marketing.

You will have:

- Experience in fundraising or relevant field with a track record of donor relationship management and bequest management
- Demonstrated knowledge and understanding of strategies to move bequest supporters through pipeline
- Experience in administration of estates and communicating with Executors
- Excellent communication and interpersonal skills, including maintaining personable yet professional relationships with internal and external stakeholders



- Demonstrated attention to detail and ability to identify and resolve complex problems in a timely manner
- Excellent organisational and time-management skills including the ability to trouble-shoot under pressure and meet tight deadlines
- Proven organisational and time management skills to meet deadlines and work autonomously
- Ability to carry out duties professionally with tact and diplomacy ensuring privacy and confidentiality requirements are maintained
- Commitment to actively participate as a member of the Foundation team and to work cooperatively to achieve results
- Proficient in Office 365 suite and quick to adapt to new software / databases.
- Experience in Raisers Edge database desirable

To view the position description please click [here](#)

Enquiries should be directed to: Sally Cane, Associate Director Philanthropy – 0415 978 082

We are looking to fill this role as soon as possible and we will be reviewing applications as we receive them. If you are interested in this role, please submit your application as soon as possible

Does this sound like your new role? Bring your skills and enthusiasm to Cabrini and help optimise the patient experience and health outcomes for our community. You will have opportunities to learn new skills and give back to your community.

To apply to the role visit Cabrini's Careers page, or apply directly through the following link:

https://cabrini.wd3.myworkdayjobs.com/Cabrini/job/Malvern/Donor-Relations-Manager--Bequests_R004784-1