

Employment Opportunity: Philanthropy Services Manager

Fundraising and Philanthropy Department

An excellent opportunity is available for an experienced advancement/philanthropy services professional to join the Fundraising and Philanthropy (F&P) Department at one of Australia's leading medical research institutes.

About the position

The Walter and Eliza Institute of Medical Research (WEHI) has a strong national and international reputation for performing highly influential basic and translational medical research. With more than 1,400 staff and students, the Institute is addressing some of the world's major health challenges, with a focus on cancer, infectious diseases, inflammation, immune disorders, developmental disorders and ageing-related diseases.

Reporting to the Head of Philanthropy, the Philanthropy Services Manager leads a small team charged with supporting WEHI's fundraising programs that drive philanthropic revenue from major gifts, bequests, trusts and foundation grants, community fundraising, mass appeals and regular giving.

The Philanthropy Services Team is the *central operations hub* of Fundraising and Philanthropy (F&P) and has primary responsibility for the Raiser's Edge (RE) NXT database. The team ensures the infrastructure, procedures and systems are in place for gift processing and data management, pipeline management, prospect research and management, and data analysis and reporting to inform our fundraising activities and strategy.

The Philanthropy Services Manager forms part of the F&P Management Team and is a key player in the development of future strategy and problem solving. will bring demonstrated experience in developing and implementing best practice policies, procedures and business processes to improve efficiencies for the F&P Department. This role has a strong customer service focus, and acts as a liaison with many WEHI departments (Finance, Information Technology, Research Grants and Development, and Governance Risk and Compliance, etc.) to provide accurate and timely information about F&P operations, and to improve business decision-making processes that are essential for F&P programs.

Selection Criteria

This role is ideally suited to an advancement/philanthropy services professional with previous experience working in fundraising operations for a medical research institute, university, hospital or similar.

You will be a skilled and experienced user of Raiser's Edge (RE) and RE NXT, and able to demonstrate a strong understanding of how to support a multifaceted philanthropy strategy, including major gifts, bequests, trusts and foundations, community fundraising, mass appeals, regular giving and alumni relations.

Strong analytical skills and financial management skills are essential to generate sophisticated reporting suites to help drive business processes and to inform decision making. Highly developed interpersonal skills and the ability to communicate respectfully with a broad range of stakeholders is essential. An enthusiastic self-starter, energetic, motivated and approachable, you will also be a strong team player, with a demonstrated ability to influence and lead.

Terms of appointment

This position is available in a full-time ongoing capacity. Salary is PSE 8 (\$110,249 – \$119,330). In addition, up to 17% superannuation and very attractive salary packaging options are available.

General enquiries can be directed to Deborah Carr – carr.d@wehi.edu.au

How to apply

You will find the position description on the WEHI careers page. Please apply via the WEHI careers page [here](#).

Application closing date: **Monday, 13 May 2024.**

At the Walter and Eliza Hall Institute we strive to ensure our staff and students enjoy a great working environment. We value [diversity and gender equity](#) in our work force and promote flexible working arrangements for staff to balance working requirements and personal needs. We have implemented a number of gender equity initiatives to support female laboratory heads.