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Or contact Leah Lalor, Talent Lead, [leah.lalor@svha.org.au](mailto:leah.lalor@svha.org.au)

## 1. THE ORGANISATION AND OUR MISSION

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St Vincent's Hospital Melbourne (SVHM) is a leading teaching, research and tertiary health service, which employs more than 7,500 staff across 18 sites throughout Melbourne.

Part of Australia's largest not-for-profit Catholic health and aged care network, St Vincent's Health Australia, SVHM provides a diverse range of adult clinical services including acute medical and surgical services, sub-acute care, medical diagnostics, rehabilitation, allied health, mental health, palliative care, correctional health and community residential care.

SVHM's mission is to provide high quality and efficient health services to the people of Victoria in accordance with the philosophy of St Vincent's Health Australia. This mission is based on the values of compassion, justice, integrity and excellence.

## 2. KEY POSITION DETAILS

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<b>Job Title:</b>	Philanthropy Manager	<b>Reports to:</b>	Director, Philanthropy and ACMD
<b>Program:</b>	Foundation	<b>Department:</b>	Foundation
<b>Industrial Agreement:</b>	Health & Allied Services, Managers & Administrative Workers (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2021-2025	<b>Classification:</b>	HS5
		<b>Risk Category:</b>	B

## 3. LOCAL WORK ENVIRONMENT

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Driven by the desire to provide everyone with access to excellent healthcare, the Foundation raises funds for St Vincent's health services in Victoria through a range of activities.

Through our work, we contribute to the vision and mission of St Vincent's, to deliver excellent and innovative patient care, lead clinical research and support workforce education initiatives.

## 4. POSITION PURPOSE

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The Philanthropy Manager is responsible for developing and implementing comprehensive donor engagement plans and fundraising programs for St Vincent's in Victoria, focusing on gifts over \$25,000.

Working collaboratively with the support of volunteers, Foundation colleagues, and across St Vincent's, primarily in Victoria, the Philanthropy Manager builds meaningful relationships with donors, and cultivates and solicits donor contributions for St Vincent's in Victoria, managing a portfolio of 65-80 major donors and prospects.

Reporting directly to the Director, Philanthropy and ACMD, this role also supports the ACMD Capital Campaign and other key fundraising initiatives as directed.

## 5. POSITION DUTIES

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- Working closely with the Director, Philanthropy and ACMD and other members of the Foundation team to create, implement and promote a broad range of donor cultivation strategies, programs and activities to increase the funds raised for St Vincent's in Victoria from the philanthropic sector, ensuring alignment to the mission and goals of the Foundation.

- Keep up-to-date on key achievements within St Vincent's in Victoria, program updates and strategic funding priorities to inform interactions with donors and translate these into attractive giving propositions.
- Personally manage and engage a portfolio of 65-80 major donors and prospects (\$10k+), proactively warming up the pipeline of major donors to St Vincent's in Victoria and growing the major gift donor community.
- Research and produce a range of high-quality materials in support of fundraising goals including cases for support, briefing notes, and letters as well as contributing to donor stewardship reports and donor stories and profiles communicating complex projects to non-specialist audiences.
- Build and maintain productive relationships with colleagues across the organisation, providing professional representation of the Foundation at internal and external events.
- Embracing a collaborative and internally transparent approach to fundraising, initiate and manage projects designed to develop fundraising initiatives, undertaking significant internal collaboration and consultation with hospital colleagues to ensure that development projects support the delivery of high value philanthropic proposition
- Apply best practice to database management by recording donor/prospective donor interactions and updating information on the Foundation's database to maximise accuracy of data and enable professional and coordinated relationship management.
- Maintain and enhance the reputation of the Foundation as a strategic partner to colleagues across St Vincent's in relation to donor engagement and the solicitation of philanthropic funds to the organisation.
- Embrace a collaborative approach to fundraising.
- Other duties as directed from time to time.

## 6. INCUMBENT OBLIGATIONS

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### **General**

- Perform the duties of the position to the best of their ability and to a standard acceptable to SVHM
- Comply with all SVHM policies, procedures, by laws and directions
- Comply with all SVHM requirements, policies, procedures and directions
- Treat others with respect and always behave professionally and in accordance with the SVHM Code of Conduct
- Only access confidential information held by SVHM when this is necessary for business purposes, maintaining the confidentiality of that information once accessed
- Participate in the annual SVHM performance review process
- Display adaptability and flexibility to meet the changing operational needs of the business
- Comply with applicable Enterprise Bargaining Agreement provisions
- Display a willingness to develop self and seek to improve performance
- Maintain skills and knowledge necessary to safely and skilfully undertake duties
- Take personal responsibility for the quality and safety of work performed
- Recognise the relationship between clinical and non-clinical functions in the achievement of optimal safety and quality care
- Take all necessary care and precautions in the performance of duties
- Participate in risk management and continuous quality improvement activities as part of day-to-day work

### **Health and Safety**

- Attend general hospital orientation within 3 months of commencement
- Protect the health and safety of self and others, complying with all health and safety related policies, procedures and directions
- Report incidents and accidents and collaborate with management to resolve safety issues
- Complete required Fire and Emergency Training annually
- Complete required Workplace Culture and Equity Training annually
- As required, comply with fit-testing and PPE requirements
- Participate in reporting and analysis of safety and quality data including risks or hazards,

- Report any hazards, near misses and incidents (regardless of whether an injury occurred or not) into Riskman
- Identify and report any variance to expected standard and minimising the risk of adverse outcomes

## 7. INCUMBENT CAPABILITY REQUIREMENTS (Level 2)

The incumbent of this position will be expected to possess the following core capabilities:

Capability		Demonstrated behaviour
Personal	Personal effectiveness	Takes responsibility for accurate, timely work results
	Learning Agility	Identifies personal development needs and seeks information from a range of sources
Outcomes	Patient/Resident/client centred	Strives to meet and exceed expectations, demonstrating sound judgement
	Innovation and Improvement	Contributes to improvement by reviewing strengths and weaknesses of current processes
Strategy	Driving Results	Manages own work load to deliver results
	Organisational Acumen	Understands the interdependencies between units/departments
People	Working with and Managing others	Takes responsibility for ensuring productive, efficient teamwork
	Collaboration	Works collaboratively within and outside the team

## 8. SELECTION CRITERIA

### 8.1 ESSENTIAL REGISTRATION, LICENSE OR QUALIFICATION REQUIREMENTS

- Postgraduate qualifications; or an equivalent combination of relevant experience and/or education/training

### 8.2 OTHER ESSENTIAL REQUIREMENTS

- Experience of leading small teams and proven ability to coach and develop others
- High level ability to think both strategically and tactically about the relations between potential funders and fundraising goals
- Demonstrated experience and skills in leading, managing and delivering a broad range of fundraising functions in line with strategic objectives
- Exceptional written communication skills with extensive experience in developing business cases, proposals and presentations
- Excellent interpersonal skills with proven ability to liaise, consult and negotiate with donors and colleagues at all levels
- Well-developed planning and organisational skills with the ability to prioritise workload and meet deadlines
- Demonstrated ability to work under pressure and in a fast-moving team environment
- Proven working style which is flexible, positive and collaborative

### 8.3 OTHER NON ESSENTIAL REQUIREMENTS

- N/A

## 9. REQUIRED IMMUNISATIONS

SVHM Employee Health Screening and Immunisation Policy outlines the requirements for staff working in SVHM facilities.

**Table 1: Vaccine Preventable Diseases for which vaccination and/or assessment is required within SVHM**

Chicken pox (varicella) Hepatitis B Measles Mumps Rubella	Whooping cough (pertussis) Diphtheria Tetanus Influenza Tuberculosis COVID-19***
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*NOTE: Vaccination requirements may differ according to individual jurisdictional requirements and policy directives and where there is a conflict the higher directive will apply.*

SVHM has grouped individuals according to their risk of transmitting vaccine preventable diseases and their risk of exposure to blood or body substances (Table 2).

**Table 2: Health Care Worker Risk Categorisation**

Risk Category	Description	Vaccination requirement
Category A	<p>Vaccination is <b>required</b> for this category of health care worker. Healthcare workers within this category have the potential to transmit Vaccine Preventable Diseases to vulnerable patients most at risk of mortality and morbidity from these diseases within SVHM.</p> <p>This includes employees with direct physical contact with patients/clients, deceased persons, blood, body substances or infectious material or surfaces/equipment that might contain these or contact that would allow acquisition and/or transmission of a specific infectious disease by respiratory means.</p> <p>This includes laboratory workers.</p>	Required
Category B	<p>Vaccination is recommended for this category of HCW. This includes individuals who do not work with the risk of exposure to blood or body substances, their normal work location is not in a clinical area (e.g. chef, administrative staff) and only attends the clinical area for short periods of time. Essentially, these individuals have no greater level of risk than that of the general community.</p>	Recommended

## 10. PRE-EXISTING INJURY

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Prior to any person being appointed to this position it will be required that they disclose full details of any pre-existing injuries or disease that might be affected by employment in this position.

## 11. AGREEMENT

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### National Police Check:

I understand that it is a condition of my employment to provide SVHM with a current National Police Certificate PRIOR TO COMMENCING WORK and this is at my own cost.

I understand that regardless of the frequency, if I am working and or visiting in a designated 'high risk area' of SVHM (as defined in the SVHA Pre-employment/Appointment Safety Checks Policy) I will be subject to periodic Police Checks every three years at my own cost.

### NDIS Clearance (if applicable):

This is a 'Risk Assessed Role' (as defined by the National Disability Insurance Scheme NDIS). Regardless of frequency, you will be subject to periodic NDIS Worker Screening Checks every five years at your own cost. 'Risk Assessed Roles' are defined as (a) key personnel as defined in the *National Disability Insurance Scheme Act 2013*; (b) any role that directly delivers a set of specified supports or services in the [NDIS \(Practice Standards – Worker Screening\) Rules 2018](#); (c) any role where normal duties are likely to require 'more than incidental contact' with people with disability. The designation of 'Risk Assessed Roles' are subject to change, please refer to NDIS Practice Standards for further information.

### Required Immunisations:

Individuals who will be working in Category A positions will only be able to commence employment following assessment of their vaccination status. The decision to proceed with the commencement of employment will be at the discretion of the ICP in consultation with the Hiring Manager and may in some instances, require additional vaccinations to ensure full compliance with the SVHM Employee Health Screening and Immunisation Policy.

I understand that if additional vaccinations are required to comply with pre-employment prerequisites, this will be at my own cost. Where a state jurisdiction overrides this, the facility will bear the cost.

**I have read, understood and agree to comply with the responsibilities and accountabilities of this position description. I agree to comply with all SVHM requirements, policies, procedures, by laws and directions.**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_