

# Relationship Manager

## Major Gifts



The Women's & Children's Hospital Foundation are embarking on a journey of strategic growth. We are looking for a Relationship Manager - Major Gifts to join our expanding Philanthropy & Partnerships team in this newly created role. This is an exciting time to join a passionate, purpose-driven organisation making a positive impact on the health and wellbeing of women, children and families.

As Relationship Manager - Major Gift you will be responsible for managing relationships and securing financial support from an assigned portfolio of current and prospective mid value and major donors.

You will manage a program of relationship-building activities, communications and events to identify, cultivate, solicit and steward major donors. You will proactively engage prospective supporters who align with the mission of the WCH Foundation and have the capacity to give at a significant level (\$10,000+). You will personally present proposals to new and established donors, and ensure that supporters are engaged and inspired about work of the WCH Foundation.

The principal responsibilities are:

- 1. Managing and growing a portfolio of current and prospective mid value and major donors**
- 2. Developing strong relationships with individuals and philanthropic partners who have the capacity to donate at a major level.**
- 3. Creating personalised proposals, reports, impact updates and communications.**
- 4. Delivering high-quality stewardship of mid value and major donors.**
- 5. Managing budgeting, planning & reporting for the Major Gifts program.**

You will have:

- An interest in supporting the health and wellbeing of women, children and families.
- Demonstrated experience in relationship management, including nurturing VIP relationships in person as well as via email, telephone, and other written communications.
- Excellent interpersonal and influencing skills, in person and by phone, including the ability to share compelling and emotive stories.
- A willingness to interface with current and prospective benefactors face-to-face, with a high level of professionalism, maturity and empathy.
- Excellent written and oral communication skills with experience communicating to a diversity of audiences including individuals, corporates, Board members, and senior staff.
- Proficiency in Microsoft Word, Excel, Power Point and experience in maintaining a relational database (Raiser's Edge NXT experience preferred).
- The ability to prioritise tasks, accept change and remain effective.
- Demonstrated high standards of integrity, ethics and confidentiality.
- The ability to work unsupervised and to achieve deadlines and targets.
- Experience in working within an effective team and ability to work in an environment based on communication and trust.
- A current South Australian driver's licence.
- A current WWCC or be willing to undertake a WWCC.

Join an organisation that boasts exceptional levels of employee engagement and satisfaction, including two years of winning of Xref Engage's Best Workplace Award.

Please visit [Careers - WCH Foundation | WCH Foundation](#) to obtain a position description. To contact the WCH Foundation, please email [careers@wchfoundation.org.au](mailto:careers@wchfoundation.org.au)

**To apply**, please submit your application via [Seek.com.au](#). We will be reviewing applications as we receive them. Early submission is encouraged to ensure your application is considered.

To be considered for this position, your application must include a cover letter that addresses the principal responsibilities.

Interviews will be held on the 16<sup>th</sup> and 17<sup>th</sup> July 2024.