



Walter–Eliza Hall

Institute of Medical Research

DISCOVERIES FOR HUMANITY

Position description

Manager, Major Donors

Position title: Manager, Major Donors

Classification: HEW 8

Division/Department: Philanthropy

Work location: Parkville

Position reference:

Employment type: 2-year full-time contract

Remuneration range:

Further information: Sally Elford

– elford.s@wehi.edu.au

Position reports to: Senior Manager, Major Donors

Closing date:

Positions reporting to this one: None

Position overview

The Philanthropy Department contributes to the financial sustainability of the Institute by attracting revenue from non-government sources, including philanthropic individuals, trusts and foundations, community-based fundraising organisations and bequests. Philanthropic funding helps the Institute remain at the forefront of research and technology, to recruit and retain the best staff, and creates a buffer against adverse changes in government funding policies.

The Major Gifts team is responsible for generating sustainable philanthropic revenue to help ensure the Institute has the support it requires to realise its ambitious vision for the future. Through a metrics-based donor-centric program the Manager, Major Donors will identify, cultivate, solicit and steward relationships with major donors and prospects to ensure a solid donor pipeline is built and maintained. The role will focus on developing life-time relationships with committed and passionate donors - that are institute-wide and donor-centric - to ensure income targets are achieved, as well as repeat and increased levels of future giving.

As a member of the wider fundraising team the Manager, Major Donors will contribute more broadly to the enhancement of fundraising activities at the Institute.

Organisational environment

The Walter and Eliza Hall Institute of Medical Research

The Institute is one of Australia's leading biomedical research organisations, with a strong national and international reputation for performing highly influential basic and translational research.

With more than 1,100 staff and students, the Institute is addressing some of the major health challenges of our time, with a focus on cancer, infection, inflammation, immune disorders, development and ageing. We are at the forefront of research innovation, with a strong commitment to excellence and investment in research computing, advanced technologies and developing new medicines and diagnostics. And our researchers are strongly supported by Professional Services teams.

The Institute is organised around five themes; Cancer Research and Treatments; Infection, Inflammation and Immunity; Healthy Development and Ageing; New Medicines and Advanced Technologies and Computational Biology.

This Institute is committed to delivering long term improvements in treating and diagnosing diseases, with

many national and international clinical trials underway based on research undertaken at the Institute.

The Institute's main laboratories are located in the world-renowned Parkville precinct, a vibrant and collaborative life science research, education and healthcare hub. The Walter and Eliza Hall Institute Biotechnology Centre is located 30 minutes from Parkville at La Trobe University's R&D Park in Bundoora and includes facilities for medicinal chemistry and antibody development and production.

Organisational objectives

Discovery and translation

To make discoveries that shape contemporary scientific thinking, increase understanding and improve prevention, diagnosis and treatment of cancer, immune disorders and infectious diseases.

Education and training

To educate and train world class scientists and to attract, develop and retain the best and brightest workforce.

Organisational culture

To provide a vibrant and inspiring organisational culture that encourages, promotes and rewards excellence, collaboration, innovation, creativity and respect.

Engagement

To engage with our stakeholders to improve outcomes, building support and securing resources for medical research.

Sustainability

To build infrastructure, professional services and funding that sustains our research and maximises the time our scientists can spend making discoveries.

Organisational values

- Contribution to Society
- Integrity and Respect
- Collaboration and Teamwork
- Accountability
- Creativity
- Pursuit of excellence

Key responsibilities

1. In conjunction with the Senior Manager, Major Donors, contribute to the planning and successful delivery of a donor-centric Major Gifts program to increase sustainable philanthropic support to help fund the Institute's research priorities.
2. Manage a portfolio of major donors and prospects through Moves Management processes to achieve income and other metrics-based targets.
3. Work with the Philanthropy Services team to undertake prospect identification and research to increase the number of qualified prospects, and expand and prioritise the major gift pipeline.
4. Actively cultivate relationships with major donors and prospects and solicit major gifts via a series of planned and meaningful interactions and well-written and compelling proposals, briefs and presentations.
5. Ensure meticulous, appropriate and relevant follow up with prospects and donor discovery visits/qualification meetings, and annual update meetings, and work with the Philanthropy Services team to produce accurate and informative donor impact reports.

6. Plan and implement personalised stewardship activities for donors, in conjunction with Philanthropy Services team, including the delivery of relevant and engaging major gift event events and mass stewardship activities.
7. Develop positive relationships with scientific and Professional Services staff, especially the Communications and Marketing team, to ensure the success and efficient delivery of the Major Gifts program.
8. Work collaboratively with the Philanthropy team and contribute to the enhancement of fundraising programs as required.

Key selection criteria

- Experience working in a major gifts/development role in the medical research, university, or charitable sector (preferred), or relatable fundraising experience and track record.
- Demonstrable major gifts experience and proven success with donor identification, qualification, cultivation, solicitation and stewardship, through a metrics-based, moves management process.
- Highly developed interpersonal skills - demonstrated ability in establishing and building relationships with donors, and with internal and external stakeholders.
- Demonstrated experience upgrading major donors' giving levels.
- Excellent written and verbal communication skills and the ability to communicate sensitively and respectfully with donors, and with internal and external stakeholders.
- Strong results orientation and entrepreneurial approach.
- Strong time management and organisational skills, with the demonstrated ability to manage multiple priorities and deadlines simultaneously.
- Sound experience using donor/customer relationship databases (Raiser's Edge preferred).
- Strong commitment to the values and behaviours of the Institute.
- An enthusiastic, energetic and self-motivated team player.

A safe and sustainable workplace

The Institute is committed to developing a safe and sustainable workplace with rigorous risk, compliance and governance systems. As an employee you are expected to:

- Comply with Institute policies, plans and procedures.
- Take reasonable care of your own safety and the safety of others including using Personal Protective Equipment (PPE) and safety devices appropriately.
- Report all risks, hazards, incidents/injuries and near misses.
- Attend and complete training programs as documented in individual training needs matrices, within proposed time frame.
- To the extent of your role responsibilities and obligations proactively contribute to a safe and sustainable workplace.

Diversity

At the Walter and Eliza Hall Institute we embrace diversity amongst our staff and students and know the importance of an inclusive workplace culture to the success of our organisation.

We are actively committed to achieving gender equality across our workforce. The institute has a range of policies and initiatives in place to address under-representation of women at senior levels and to support people with caring responsibilities.

We have a strong commitment to the process of reconciliation and creating meaningful employment and training opportunities for Aboriginal and Torres Strait Islander Peoples.

Position description – Manager, Major Donors

We encourage applications from people from culturally and linguistically diverse backgrounds, Aboriginal and Torres Strait Islander Peoples, people with a disability, and people from the LGBTQIA+ community.

Privacy notification

The collection and handling of declarations and personal information relevant to your employment will be consistent with the requirements of the Privacy Act 1988.

Acceptance

I, have read, understood and agree that this position description represents the key duties and responsibilities expected of me while employed in this position. I will also undertake other duties assigned to me from time to time. I understand the Walter and Eliza Hall Institute of Medical Research reserves the right to modify this position description, as required, and I will be consulted when this occurs.

*) If e-signature is used:

I consent to providing my electronic signature below in confirmation that I have read, understood and accept the duties and responsibilities described this position description.

Employee Signature: Date:

Supervisor Signature: Date:

Supervisor Name: Date: