

MISSION

The mission of St Vincent's Institute of Medical Research (SVI) is to create and harness knowledge of disease in order to improve health outcomes for those in need. The mission is based on the values of excellence, integrity, passion, generosity, creativity and collaboration.

THE ORGANISATION

St Vincent's Medical Research Institute (SVI) is an independent institute that conducts the highest quality biomedical research into the cause, prevention and treatment of common diseases such as cancer, heart disease, type 1 diabetes, obesity, bone disease and Alzheimer's. For over 60 years, SVI has taken on the challenge of fundamentally understanding and conquering these diseases to create better health outcomes for all Australians.

JOB TITLE

Title	Events & Donor Relations Manager, SVI Foundation
Location	St Vincent's Institute (SVI)
Reports to	Foundation CEO, SVI Foundation
Classification	SVI HEW8
Hours	Full Time

JOB PURPOSE

The work of the SVI Foundation is primarily about building relationships that advance the mission of SVI, and focus on creating genuine engagement with donors and stakeholders to inspire increasing involvement and investment over time. If stewarded effectively, these donor and stakeholder relationships will deliver a wide range of beneficial outcomes including significant philanthropic support for SVI's medical research. The Events & Donor Relations Manager will successfully deliver a program of donor events and stakeholder engagement initiatives in line with the organisation's strategic objectives. This role will also coordinate programs that engage the broader community in discussion and debate on issues related to health and common diseases with the goals of creating SVI donor leads, fuelling SVI's individual donor pipeline, and raising philanthropic revenue. This role plays an important part in enabling SVI's medical research.

EVENTS

The role reports to the Chief Executive, SVI Foundation, working in partnership with colleagues across SVI and members of the SVI Foundation Board.

- 1. Contribute to the setting of the strategy for SVI Foundation events, in collaboration with the Chief Executive, SVI Foundation**

- Serve as a resource in developing strategies for events that help to raise support, raise profile, educate and inform. Develop innovative approaches to telling the SVI story through special events, talks, donor gatherings
 - Demonstrate an ability to solve problems, overcome hurdles, and navigate sensitive issues with discretion, tact, and strong communication skills
- 2. Direct the planning and execution of all SVI Foundation events, including Jack Holt Bequest Society events, donor receptions, annual dinners, and small gatherings**
- Manage catering and event logistics for on- and off-site events
 - Develop and maintain a detailed checklist and task-related calendar of events
 - Manage invitation lists, pre- and post-event marketing and correspondence, speaker logistics and travel, and tracking and reconciliation of event-related expenses
 - Develop financial objectives for each SVI event, maintain records of expenditure
 - Provide post-event analysis of profit result as well as donor leads arising from the event
 - Manage all logistics for SVI Foundation board meetings
 - Provide a weekly report to Chief Executive, SVI Foundation on status of events and share updates on relevant details at team meetings
- 3. Lead SVI's program of third-party fundraising efforts, workplace giving, and signature events**
- Create proactive fundraising strategies and opportunities – in addition to opportunities that come to us – in the areas of third-party efforts, workplace giving, and signature events
 - Analyse and implement programs for third-party efforts, workplace giving, and signature events that ensure cost-effectiveness while maximising philanthropic returns and individual prospect identification
 - Work with colleagues across SVI in ensuring legal and brand compliance to preserve the brand and reputation of SVI

DONOR RELATIONS

- 4. Advance SVI's donor engagement and fundraising efforts by producing superior written materials**
- Manage electronic, print, and web communications with event attendees and donors
 - Develop event and annual giving collateral that makes the case for giving to SVI
 - Design and execute a market research plan, in coordination with SVI's Media & PR Adviser, to explore and reveal barriers and gateways to greater giving to SVI
- 5. In collaboration with the Chief Executive, SVI Foundation, devise and implement new recognition policies and procedures within our donor stewardship program**
- Ensure that SVI's stewardship of donors makes supporting the organisation a personally fulfilling experience; convey to donors that SVI and its leadership cares deeply about its supporters and appreciates what they have done for the organisation
 - Provide donors with prompt and appropriate acknowledgement of their gifts
 - Demonstrate the impact that donor contributions have on SVI
 - Focus on streamlined organisation and innovative and creative donor stewardship policies and projects

TEAMWORK

6. As a positive and contributing member of the SVI Foundation:

- Develop close working relationships with volunteers and Board members
- Provide training and direction as needed for colleagues across SVI and volunteers, as needed, in events management and related activities
- Ensure SVI's donor database is up-to-date with details of event attendees and donors
- Administrative and other duties as required
- Conduct ongoing conversations regarding performance in relation to metrics

POLICY COMPLIANCE

7. Comply with all SVI policies, workplace legislation including Workplace Health and Safety.

SELECTION CRITERIA

Education, Experience and Knowledge:

- Tertiary qualifications in event management, marketing or public relations, or equivalent experience
- Minimum 5 years' experience in event management
- Strong track record of success
- Demonstrated competency in the financial management of events to meet agreed objectives
- Demonstrated understanding of the critical success factors of an events program
- Superior time management and organisational skills, including ability to work under pressure with competing deadlines
- Proven success in relationship management and experience in sourcing and negotiating sponsorship
- Microsoft Office applications (Intermediate Word, Outlook, PowerPoint, Excel)
- High standard of verbal and written communication with proven presentation skills
- Demonstrated ability to work effectively both autonomously and as a member of a team
- Current driver's licence
- Willingness to travel if required and undertake after hours work when required

Personal Attributes:

- Proactive attitude
- Customer service focus
- Solid ethical work practices demonstrating integrity, trust and discretion
- Patience and perseverance with a varied profile of stakeholders
- Excellent personal presentation and verbal presentation skills

I understand and agree to undertake the requirements of the role, as described above:

Incumbent Name.....Incumbent Signature.....Date.....