



July 2026

Gifts in Wills Manager

Position Description



The
Westmead
Institute

FOR MEDICAL RESEARCH

About WIMR

The Westmead Institute for Medical Research is a not-for-profit, independent institute working in longstanding partnership with Western Sydney Local Health District and the University of Sydney, ensuring our research translates into real-world impact through strong clinical partnerships and deep connection to this pivotal part of Sydney.

At any given time, WIMR is home to more than 450 of Australia's leading research professionals - including scientists, clinician-researchers, professional staff, and research students - all working to push the boundaries of medical innovation. We also welcome local and international collaborators who use our institute as a hub for critical problem-solving in some of the most pressing areas of medical research.

We are privileged to operate within a purpose-built, world-class research facility in Western Sydney, equipped with state-of-the-art scientific infrastructure. These resources enable high-impact research not only for our own scientists but also for researchers across Australia who rely on our facilities to conduct breakthrough studies.

We focus on tackling real-world health challenges through research that leads to tangible clinical outcomes. Our work spans cancer, diabetes, cardiovascular disease, infectious diseases, autoimmune disorders, and neurological conditions, with the goal of turning scientific breakthroughs into treatments that improve lives.

We specialise in precision medicine, leveraging advanced technologies such as gene and cell therapies, bacteriophage and plasmid therapies, islet transplantation, bioinformatics, regenerative medicine, and genomics. Our discoveries progress to first-in-human clinical trials through partnerships within the Westmead Health Precinct and with national collaborators, ensuring rapid translation into patient care. Beyond the clinic, we work closely with industry partners to bridge gaps in healthcare, ensuring new therapies and innovations reach those who need them most, on a global scale.



Westmead Health Precinct & Research Hub



Westmead Health Precinct

The Westmead Health Precinct is one of Australia's largest health and biomedical research precincts. It is home to four hospitals, two universities, two medical research institutes, NSW's largest pathology service, and many allied health centres. It serves Greater Western Sydney and provides specialised services for the rest of New South Wales. The health sector is expected to grow from 18,000 jobs in 2016 to 50,000 full-time jobs by 2036.

Westmead Research Hub

The Westmead Research Hub brings together seven leading organisations to foster collaboration, innovation, and shared research infrastructure across the Precinct. Through its world-class core facilities, the hub provides more than a thousand researchers with access to cutting-edge technologies, expert scientific support, and training. Its Early and Mid-Career Researcher Committee drives professional development, mentoring, and connection across disciplines through seminars, symposia, and peer networks. The hub also supports precinct-wide events, such as the annual Westmead Research and Innovation Conference, showcasing the breadth of discovery from lab to clinic.



Position overview

Work location: Westmead, Sydney

Position reports to: Director of Development & Engagement

Positions reporting to this one: Nil

Contract: Full-Time Continuing

Salary: \$125,000 + Super

The Gifts in Wills Manager reports to the Director of Development & Engagement and is responsible for the development and management of WIMR's Gifts in Wills program, which underpins our sustainable fundraising strategy.

This role sits within the Development & Engagement team and works collaboratively with the Development Manager, Strategic Partnerships & Community Manager, Fundraising Coordinator and Content Specialist to promote the impact of Gifts in Wills at WIMR to meet research funding goals.

The successful candidate will establish a clear and compelling donor value proposition and engagement strategy to attract and retain supporters who leave a gift in their will to WIMR. This role requires long-term relationship building and stewardship, as well as strict adherence to rules and regulations around wills and estate management.

A critical part of the role is building on WIMR's outstanding reputation for excellence in medical research and clinical translation, reflecting this in the organisation's Gifts in Wills communications and interactions. The Gifts in Wills Manager will position WIMR confidently and consistently in the medical research landscape, ensuring our external presence matches the quality and impact of our scientific achievements.

The Gifts in Wills Manager will steward a community of supporters who recognise both our track record of delivering impact and the remarkable potential still to be realised in this vibrant, pivotal part of Sydney. This is a hands-on role requiring strategic leadership, proven fundraising capability, exceptional relationship skills, and high-level communications expertise.



Key responsibilities

Strategic & Technical

- Develop and execute a strategic Gifts in Wills program aligned to WIMR's long-term fundraising priorities and research pillars.
- Identify, segment, and steward prospective, intending and confirmed Gifts in Wills supporters through tailored cultivation and recognition strategies.
- Contribute to Philanthropy, Corporate and Community Fundraising areas, as part of strategically supporting the Gifts in Wills pipeline.
- Collaborate with researchers and leadership to translate complex science into compelling legacy giving propositions.
- Ensure compliance with legal, ethical, and regulatory requirements related to wills, estates, and donor intent.
- Leverage CRM systems and data analytics to optimize pipeline performance, forecasting, and donor engagement.

Stakeholder Engagement

- Foster a collaborative, high-performing culture across fundraising, communications, marketing, and engagement teams.
- Equip WIMR Board members, executives, staff and researchers to participate effectively in Gifts in Wills engagement, cultivation, and advocacy.
- Represent WIMR with credibility across donor communities, philanthropic partners, trusts, government and corporate stakeholders.
- Lead the development of a coordinated calendar of Gifts in Wills engagement events, campaigns, and communications to enhance visibility and deepen stakeholder connection.
- Engage and activate existing donors as advocates for Gifts in Wills through peer influence and testimonial storytelling.
- Build and steward strong relationships with legal advisors, executors, and professional intermediaries to support and validate bequest commitments.



Key selection criteria

Knowledge & Skills

- Proven experience in fundraising, planned giving, development, or advancement within research, health, higher-education, or similar complex organisations.
- Demonstrated success in securing major Gifts in Wills, cultivating legacy donors relationships, and building sustainable bequest pipelines.
- Strong background in communications, marketing, or brand management, with experience developing compelling legacy giving propositions and campaigns.
- Experience working effectively with Boards, senior executives, and governance structures, with a clear understanding of fundraising ethics and compliance.
- Ability to interpret and communicate scientific and clinical concepts to diverse audiences, including donors and external stakeholders.

- Demonstrated capability in building effective systems and processes that support scalable Gifts in Wills engagement, stewardship, and administration.

Personal Qualities

- Exceptional written, visual, and verbal communication skills, with the ability to craft persuasive legacy narratives and support organisational storytelling.
- Strong relationship-building capability, with a collaborative and empathetic approach to engaging donors in sensitive legacy conversations.
- High integrity, initiative, and sound judgment, with the ability to manage sensitive information and complex estate matters.
- Commitment to continuous improvement, excellence, and high-quality execution across all engagement and development functions.





Our values

Excellence

WIMR holds itself to the highest standards of research excellence by recruiting, training and retaining the best talent in medical research, with a focus on patient outcomes.

Strong, Respectful, Enduring Relationships

We foster strong respectful relationships with colleagues, researchers and our supporters/donors

Generosity of Spirit

We are giving of our time, energy, intellect and spirit. We develop future leaders with passion, spirit and pride to continue our legacy.

Transparency & Integrity

We uphold the highest standards of research, ethics and integrity. We respect our peers and act in the best interests of the Institute and each other, sharing a common purpose and cause based on open honest and fair communication and allocation processes

Collaboration

We cultivate our partnerships, internally and externally, to maximise the impact of our research discoveries

Inclusivity

We foster diversity, everyone is entitled to good health. We value how diversity enriches research outcomes, commitment and engagement. We are an equal opportunity employer.

Benefits

A range of benefits empower WIMR's staff, students and affiliates to make a difference.



Competitive remuneration

- Reduce your income tax by participating in WIMR's generous salary packing opportunities through GoSalary
- Novated leasing options through GoSalary
- Enjoy 12% superannuation



Inclusion and belonging

- Opportunities to engage with a range of institute groups and events, and participate in broader Medical Research Institute networking.
- Have your say in our annual WIMR Engagement culture survey to drive positive change
- All-staff celebrations including Town Halls, End-Of-Year celebrations.



Awards and recognition

- Recognition of staff and student contributions through the WIMR Culture Nomination Program
- Recognition of staff and student achievements the annual Westmead Institute Scientific Excellence Awards



Facilities

- Latest Video Conferencing technology throughout all meeting rooms and seminar rooms
- Communal kitchenettes and meeting spaces across all floors
- Bicycle storage and end-of-ride facilities, including showers & towel service
- WIMR Café open 5 days per week
- Cost-of-living-conscious vending machines
- Bright, light filled, modern office, laboratory and meeting room spaces



Connectivity

- Westmead train station - 700 metres away. 30 minutes connection time to Sydney CBD. Westmead metro under construction
- Paramatta Light Rail stop adjacent to building. 6 stops (10 minutes) to heart of Parramatta
- Walking & cycle paths through Parramatta Park and along Parramatta River
- 30 minutes driving time to Sydney CBD and Sydney Airport via M4 Toll



Professional development

- Internal and external workshops as well as on-the-job learning, mentoring and networking, and professional development and career planning support
- Access for all WIMR members to LinkedIn Learning training resources
- Grant review support for researchers – internal peer review, and paid external consultation sessions.
- Leadership and researcher development available through the University of Sydney



Health and wellbeing

- Flexible work arrangements related to role and work schedule
- Employee Assistance Program
- Access to First Aid trained Officers
- Free yearly flu vaccinations through Westmead Hospital
- Participate in wellbeing initiatives such as mindfulness, stress management, emotional intelligence and more



Lifestyle friendly

- Lifestyle-friendly meeting times
- Hybrid workplace arrangements
- Extensive parklands on doorstep



WIMR acknowledges the Darug people who are the traditional custodians of the lands and waterways in Westmead. WIMR pays respect to Elders past, present and emerging and celebrates the diversity of Aboriginal peoples and their ongoing culture and connection to the land and water.



176 Hawkesbury Road
Westmead 2145 Australia

wimr.org.au

TO APPLY

Visit <https://wimr.org.au/careers>

Candidates will be requested to provide a cover letter and resume

Contact

hr@wimr.org.au

