

Position title Philanthropy and Bequests Advisor	
Position purpose The Philanthropy and Bequests Advisor is a newly-created position at the OCRF that works across major donors, trusts and foundations, and Gifts in Wills, to build meaningful new major donor relationships, strengthen existing relationships, and create thoughtful stewardship experiences for OCRF supporters. Reporting to the <i>Executive Director, Fundraising and Partnerships</i>, the position expands the philanthropic partnerships that support the OCRF to raise significant funds, awareness and advocacy for ovarian cancer research. Bringing excellent relationship management skills and experience in donor stewardship, the role requires a strong understanding of motivators and needs for major donors and bequestors; analytical capabilities to assess and develop a sustainable pipeline of prospective donors; highly effective interpersonal and communication skills; sensitivity and insight; and positive and engaging presentation skills (formal and informal). This role offers the opportunity to align personal values to effect lasting impact within a well-respected national organisation with local and international research projects in train.	
Reports to Executive Director, Fundraising and Partnerships	Effective date July 2026
Hours of employment 0.8 FTE	Position type Fixed term to June 2028
Total remuneration package (TRP) Attractive remuneration package on offer plus 12% superannuation. Salary packaging options are also available.	Direct reports N/A
Location - Hybrid work environment - Minimum 2 days in office per week - Contemporary Collingwood office - Flexible work practice is available upon request <i>The OCRF is a welcoming, inclusive employer and a child-safe organisation. We foster a workplace where everyone feels they belong.</i>	Travel Interstate travel as required
Vaccination requirement On occasion, this position will interact with individuals with low immunity, ovarian cancer survivors, and medical researchers. Evidence of triple COVID-19 immunisation status is required.	
Police and Working with Children Checks A satisfactory <i>National Police Check</i> and <i>Working with Children Check</i> must be undertaken as a condition of employment at the OCRF.	



About the Ovarian Cancer Research Foundation (OCRF)

The Ovarian Cancer Research Foundation (OCRF) is Australia's leading independent funder of ovarian cancer research, dedicated to transforming outcomes for the most lethal women's cancer. In Australia, fewer than 50 per cent of women and girls diagnosed with ovarian cancer will survive more than five years - a figure unchanged for decades, highlighting disparities and gender inequities in research and care that demand urgent action.

OCRF is rewriting this story. Our vision is a future where those impacted by ovarian cancer can live healthy vital lives. To achieve this, we are catalysing change and accelerating progress by increasing awareness, advocating for greater investment and equity, collaborating nationally and internationally, and strategically funding high impact medical research.

Every dollar we raise comes from the Australian community, driven by a shared determination to make our vision a reality.

Together, we will overcome ovarian cancer.

Vision

A healthy vital future for all those impacted by ovarian cancer.

Purpose

We exist to drive step-change in funds raised, awareness, and research undertaken, for the most lethal women's cancer in Australia.

Our values

Integrity | Ambition | Collaboration | Accountability | Heart

KEY RESPONSIBILITIES OF THE POSITION	
Support successful growth and engagement for the OCRF major donor program	• Support the ongoing growth and development of the OCRF <i>Discovery Circle</i> major donor program • Work with the Executive Director to evolve and execute the major donor fundraising strategy • Establish and maintain a strong relationship with OCRF major donors, including managing ongoing major donor expectations • Actively manage the major gifts pipeline from prospect through to confirmation via a structured stewardship program • Brief and involve the Executive Director and CEO in soliciting gifts and recognition opportunities as appropriate • Administer all major gifts, including data/information management, acknowledgements and impact reporting.

Support the successful launch, growth and ongoing management of the OCRF bequest program	• Support the launch and delivery of the OCRF bequest program Our Inner Circle, responding in a timely way to interest and enquiries • Work with the Executive Director to evolve and build from the program launch, including creation of an annual campaign schedule to promote the program and generate new leads • Establish and maintain a strong relationship with confirmed bequestors, including managing ongoing bequestor expectations • Actively manage the bequestor pipeline from prospect through to confirmation through a structured stewardship program • Brief and involve the Executive Director and CEO in soliciting bequests and recognition opportunities as appropriate • Administer incoming bequests, including data/information management, acknowledgements and impact reporting.
Work closely and constructively as an advisor to OCRF leadership and colleagues	• Work effectively with the OCRF communications team on all relevant outward facing communications, aligning communications to OCRF brand and voice • Work closely with the OCRF research team to understand and communicate the impact of bequest giving upon funded research and related outcomes • Provide ongoing advice to the Executive Director and colleagues regarding OCRF major gift and bequest fundraising.
Explore philanthropic grant opportunities to expand OCRF revenue streams	• Identify philanthropic and corporate trusts and foundations that offer grants aligning with OCRF vision, purpose, values, and aims • Develop and submit compelling grant proposals for suitable grants and compelling develop case(s) for support • Administer successful grants including data management, acquittal and reporting requirements, acknowledgements and recognition.
Contribute to a high performing and thriving work culture	• Cultivate positive, collaborative working relationships within and outside the OCRF • Conduct oneself professionally and respectfully at all times • Appropriately manage risk, confidentiality and timeliness in relation to the key responsibilities and accountabilities of the role • Deliver on agreed outcomes and KPIs of the position • Comply with OCRF's Policies and Procedures and observe all legal and legislative requirements.

KEY SELECTION CRITERIA	
Essential	Qualifications and experience • Tertiary qualification in fundraising, marketing, communications, commerce/business development or a related discipline is highly regarded. • Five + years relevant experience in a philanthropic fundraising, donor acquisition, relationship management, or similar, role • Demonstrated success in donor stewardship, and in moves management • Experience in grant writing, acquittal and reporting • An understanding of Gifts in Wills programs and the sensitivity required when communicating with legacy supporters, families and professional advisers • Experience with CRM and digital giving platforms. Skills and knowledge • Highly effective interpersonal and presentation skills • Excellent written communication and storytelling skills with the ability to tailor one's approach to a range of supporters • Highly developed organisation skills to manage a high volume of relationships, competing priorities and deadlines • Strong analytical and research skills • High level of empathy and integrity suited to relationship fundraising • High level of self-awareness and reflective practice.
Desirable	• Experience in fundraising for medical research is highly desirable.

INHERENT REQUIREMENTS OF THE POSITION	
	The Ovarian Cancer Research Foundation provides reasonable adjustments to accommodate individual needs wherever practicable. However, some requirements of this position are essential. These include: • Work in open plan on occasion • Sedentary work at desktop or laptop computer • Work independently and also as part of a team • Communicate via phone, video conference and in-person • Infrequent interstate travel



Employee signature

Date:

Offer approved by CEO

Date:
