

Title:	Fundraising Manager
Area/Group:	Scientific Support Group
Direct report	Head of Philanthropy and Fundraising
Employment Agreement	Hudson Institute of Medical Research Enterprise Agreement 2015
Date Last Updated:	February 2017
Classification	TAP 7
Salary	Competitive salary and packaging options

The Hudson Institute of Medical Research:

The Hudson Institute is a premier Australian discovery and translation medical research institute. By unravelling the biology underlying disease the Institute uses this information for transformative and innovative solutions to major health problems.

The Hudson Institute has diverse strengths and research excellence encompassing paediatric and perinatal medicine, cancers, infectious and inflammatory diseases, endocrinology and reproductive health. Progressing our research requires a focused and directed strategy that incorporates thematic and programmatic excellence across the Institute. The Institute Centre's coordinate their research activity to take advantage of novel approaches and new models of disease.

As the major research partner at the Monash Health Translation Precinct (MHTP) the Institute is key to the research agenda of the precinct and drives research solutions to disease, leading to better health outcomes. Sophisticated cutting edge technologies co-located with clinical and laboratory research activities in the newly built Translational Research Facility at the MHTP enable the rapid translation of breakthrough discoveries to clinical care. This co-location of the Institute alongside its partners Monash Health, one of the largest health care organizations in Australia, and Monash University, the largest tertiary education and research organisation in Australia, enable the Institute to translate research discoveries rapidly to patient outcomes. The research undertaken by the Hudson Institute addresses the major burdens of disease identified as priorities by the Federal Government and National Health and Medical Research Council and integrates its research priorities with the themes of Monash Partners, a NHMRC accredited Advanced Health Research and Translation Centre.

About the role:

Reporting to, and working closely with, the Head of Philanthropy and Fundraising, this is an outstanding opportunity for a highly skilled fundraiser to join a dynamic world-class organisation in a newly created high profile role.

The Fundraising Manager is responsible for assisting with the successful expansion of a multi-faceted fundraising portfolio. Your primary responsibility will be securing large donations from high-net-worth individuals and the corporate sector to support research projects.

This position is based in Clayton, close to public transport, parking is available.

About you:

This busy role is suited to an astute, driven, confident and ambitious fundraiser with a proven track record of personally raising in excess of \$1million per annum.

You will be self-motivated, meticulous with great follow-through, and have exceptional skills in relationship development, negotiation and influencing.

Your benefits:

- Newly created high profile role
- Outstanding career opportunity in a world-class organisation
- Great colleagues who thrive in a dynamic results driven environment

Accountabilities, Characteristics and Responsibilities

Area	Requirement
Training Level, Qualifications & Experience:	<ul style="list-style-type: none"> ▪ Postgraduate qualifications or progress towards postgraduate qualifications & relevant experience; or ▪ A degree level qualification with substantial relevant experience; or ▪ Extensive experience & specialist or management expertise; or ▪ An equivalent combination of relevant experience & education/training.
Supervision & Leadership	<ul style="list-style-type: none"> ▪ Broad direction ▪ May manage, supervise or coordinate other administrative, technical and/or professional staff to achieve objectives ▪ Appropriately delegates responsibilities to further the development of others ▪ Provides guidance and support
Knowledge	<ul style="list-style-type: none"> ▪ Independently relate existing policy and legislation to work assignments or rethink the way a specific body of knowledge is applied in order to solve problems. ▪ In professional or technical positions, may be a recognised authority in a specialised area. ▪ Performs specialized tasks which require specific knowledge & proficiency in the work area's rules, regulations, processes & techniques ▪ Understands the interrelationships between a range of policies & activities ▪ Is able to adapt procedures & techniques in consultation with impacted areas to achieve objectives ▪ Will have latitude to develop or redefine & interpret policy in liaison with other affected areas ▪ May be a recognized authority in a specialized area
Communication & Profile	<ul style="list-style-type: none"> ▪ Prepares documentation & reports at an advanced professional level ▪ Initiates & maintains relationships with peer & senior internal & external stakeholders ▪ Applies negotiation, persuasion & motivation skills to manage staff & stakeholders

	<ul style="list-style-type: none"> ▪ Confidently conveys information in a clear & interesting way. Identifies key messages & information required for decision-making
Judgment, Innovation and Problem Solving	<ul style="list-style-type: none"> ▪ Designs, develops & maintains complex, procedures, systems &/or equipment ▪ Undertakes planning processes & develops proposals for plan implementation ▪ Analyses & reports on activities affecting the work area and/or data and experimental outcomes ▪ Exercises high level diagnostic skills on sophisticated equipment or systems ▪ Has discretion to innovate within own function & take responsibility for outcomes ▪ Interprets & develops policy within the immediate work area

Essential selection criteria and key responsibilities:

- Minimum 10 years demonstrated successful experience in fundraising, corporate sales or private banking
- Proven experience in personally raising in excess of \$1million per annum from high-net-worth individuals and the corporate sector or the ability to do so.
- High level skills in networking, influencing and diplomacy with the proven ability to gain the confidence and respect of current and prospective donors
- Experience in the development and implementation of capital appeals
- Demonstrated experience in exemplary donor stewardship
- Experience implementing high quality donor cultivation events
- Experience in developing and implementing social media and mailed fundraising appeals
- Experience in the implementation of bequest programs
- Demonstrated ability to write compelling and persuasive material for a diverse audience, including social media and online
- Proven experience conceptualising and implementing lucrative new fundraising initiatives
- Experience using a fundraising database
- Ability to work independently as well as collaboratively
- Tertiary qualifications in a relevant discipline

Desirable:

An understanding of the research environment or a university, health organisation, research centre or institute.

Other job related information:

Travel, within Australia, as required.

Work outside of normal business hours may be required.

Possession of a current Victorian Driver's License is required

Working Relationships

Internal

- Head of Philanthropy and Fundraising
- Administrative Staff
- Laboratory Heads

External

- Hudson Institute Foundation Board members
- Current and potential donors including corporates and individuals

About the Hudson Institute

Vision and Values:

Our Vision: We strive to enhance human health and the quality of life through ground-breaking, collaborative, medical research discoveries and innovation, and ensure its direct impact on the community.

Our Mission: To capitalise on our multidisciplinary research strengths and academic and health partnerships to provide transformative and innovative solutions to major health problems.

Our Values:

Innovation: We inspire and enable world class researchers at the frontiers of science and medicine to find new and transformative solutions to people’s greatest health challenges.

Collaboration: Our multidisciplinary, integrated approach creates an enriched, energetic environment that encompasses the entire lifespan; this allows our researchers and clinicians to leverage each other’s knowledge to spark creative ideas and make unexpected discoveries.

Community: We care deeply about improving the health and wellbeing of people in the community and we are committed to rewarding their investment in science.

Excellence: Integrity and passion underpin our pursuit of the highest level of knowledge achieving significant outcomes whilst nurturing and inspiring the next generation of scientists.

Other relevant information:

- The Hudson Institute is a totally smoke free workplace.
- The position is subject to terms set out in the Hudson Institute Enterprise Agreement (2015), Policies and Procedures and any subsequent variation to these.
- The Hudson Institute is an Equal Employment Opportunity Employer.
- The Hudson Institute has a commitment to Occupational Health and Safety. It is a condition of employment that staff comply with all health and safety related policy and procedures and take part in activities designed to improve the health and safety of the workplace.
- It is a requirement of the position to participate in the annual Performance Planning and Review process.
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Endorsement

Name: (Supervisor)			
Signed:		Date:	
Name: (Employee)			
Signed:		Date:	
Name: (HR)			

Signed:		Date:	
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