

# Position Description

## Details

<b>Job title</b>	Philanthropy Manager (Trusts & Foundations)	<b>Team</b>	Philanthropy
<b>Reports to</b>	Head of Philanthropy	<b>Job status</b>	Permanent
<b>Direct reports</b>	Nil	<b>Hours</b>	Full Time
<b>Effective</b>	June 2022		

## Our Vision and Mission

<b>Our Vision</b>	For every sick child to have the best possible health care, with access to world class research and clinical treatment in a healing environment	
<b>Our Mission</b>	We help save children's lives and work wonders for sick kids and their families	
<b>Our Values</b>	<b>Accountability</b>	We aim to deliver high impact results, are accountable for our actions and resources and communicate this openly and honestly
	<b>Recognition &amp; Respect</b>	We are respectful in all our interactions and committed to recognising others and valuing their contributions
	<b>Care</b>	We care for everyone we impact – the children always come first
	<b>Working Together</b>	We selflessly support and trust each other and our teams, share our ideas and goals, work hard, have fun and celebrate our achievements
	<b>Excellence &amp; Innovation</b>	We strive for excellence, encourage innovation and develop our skills to achieve our best

## Key Relationships

<b>Primary internal relationships</b>	Philanthropy Team, Grants Team, Supporter Services Team
<b>Primary external relationships</b>	Donors, board members, clinicians, researchers and hospital administrators

## The Person

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| <b>Qualifications</b>        | <ul style="list-style-type: none"><li>• Appropriate postgraduate qualifications in a relevant discipline or an equivalent combination of relevant experience and education/training</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Skills and Experience</b> | <ul style="list-style-type: none"><li>• At least 5 years' experience in fundraising, marketing, communications, publishing, editing or similar field</li><li>• Demonstrated experience with managing a successful portfolio of Trust &amp; Foundation opportunities and of establishing and maintaining relationships with donors and/or trusts and foundations</li><li>• Exceptional communication and grant writing skills and the ability to transform text from words and figures into a meaningful message to impact a target audience in order to secure funding</li><li>• Understanding of trust and foundation landscape at local, state and national level</li><li>• Ability to work with various internal and external stakeholders to pull information together to build a case for support</li><li>• Experience identifying opportunities that fit the organisations' purpose and remit</li><li>• Ability to hit financial targets</li><li>• Excellent numeracy skills and the ability to track opportunities, analyse and prepare budgets and forecasts</li><li>• Excellent oral and written communication, interpersonal and presentation skills</li><li>• Demonstrated ability to meet deadlines, work under pressure and establish priorities with a commitment to quality outcomes and customer service</li><li>• Excellent qualities in negotiation, tact, discretion and an ability to maintain confidentiality</li></ul> |

## Job Purpose

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| <b>Primary purpose of role</b> | Reporting to the Head of Philanthropy, the Philanthropy Manager, Trusts and Foundations will be responsible for researching and developing the grants pipeline and writing compelling grant submissions and cases for support to secure funding. |
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## Key Responsibilities

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| <b>Fundraising &amp; Relationship Building</b> | <ul style="list-style-type: none"><li>• Identifying and researching new grant opportunities and monitoring existing opportunities to map out and organise high level prospecting pipeline activity</li><li>• Coordinating, researching, writing and submitting grant applications and acquittal reports in consultation with the Head of Philanthropy to secure funding from philanthropic trusts, foundations and corporate foundations</li></ul> |
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- Collaborating with the Foundation and hospital teams to understand areas of need to develop cases for support that articulate the Foundation's current outcomes and potential for state, national and global impact
- Maintaining strong relationships with donors and focusing on high value funders that are relevant to priority projects
- Maintaining and building upon the grants calendar to ensure efficiency and consistencies in general information and time frames across all applications
- Reporting on the established pipeline of funding application success rates and projected income
- Liaise and collaborate with other fundraising teams to achieve consistency of content and proactively share content
- Meet key performance indicators for the cultivation, solicitation and stewardship of trusts and foundations to the Foundation, including a number of grant proposals and EOIs submitted, funding success rate, and completion of all funding acquittals on time
- Assist the Head of Philanthropy and other senior staff within the Foundation to build solid relationships with potential supporters, including members of the community, government departments, trusts and foundations, and initiate strategies for long-term stewardship of these relationships

### **Work Health & Safety**

- Comply with and champion all Children's Hospital Foundation workplace health and safety policy and procedures
- Comply with all Children's Health Queensland policies and procedures, including infection control and room precautions.
- Take reasonable care at work to ensure your own and others' safety
- Report all known or observable hazards

## **Competencies**

### **Developing Direct Reports and Others**

Provides challenging and stretching tasks and assignments; holds frequent development discussions; is aware of each person's career goals; constructs compelling development plans and executes them; pushes people to accept developmental moves; will take on those who need help and further development; cooperates with the developmental system in the organisation; is a people builder.

### **Timely Decision Making**

Makes decisions in a timely manner, sometimes with incomplete information and under tight deadlines and pressure; able to make a quick decision

### **Conflict Management**

Steps up to conflicts, seeing them as opportunities; reads situations quickly; good at focused listening; can hammer out tough agreements and settle disputes equitably; can find common ground and get cooperation with minimal noise

<b>Comfort Around Higher Management</b>	Picks up on the need to change personal, interpersonal and managerial behaviour quickly; watches others for their reactions to his/her attempts to influence and perform and adjust; seeks feedback; is sensitive to changing personal demands and requirements and changes accordingly
<b>Drive for Results</b>	Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.
<b>Process Management</b>	Good at figuring out the processes necessary to get things done; Knows how to organise people and activities; Understands how to separate and combine tasks into efficient workflow; Knows what to measure and how to measure it; Can see opportunities for synergy and integration where others can't; Can simplify complex processes; Gets more out of fewer resources

## Other Considerations

The Children's Hospital Foundation is committed to child safety. The Working with Children (Risk Management and Screening) Act 2000 requires that people who work with children in certain categories of employment undergo the 'working with children' check. All Foundation employees must be eligible for a Blue Suitability Card, issued by the Department of Justice and Attorney-General. The issue and maintenance of a positive suitability notice is a requirement for continued employment at the Foundation.