

Job Description

Details

Job title	Head of Philanthropy	Team	Philanthropy
Reports to	Chief Marketing & Fundraising Officer	Job status	Permanent
Direct reports	3	Hours	Full Time
Effective	December 2021		

Our Vision and Mission

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

Key Relationships

Primary internal relationships	Chief Marketing and Fundraising Officer, Philanthropy Team, Partnerships Team, Individual Giving Team, Grants Team, Patient and Family Support Team, Marketing and Communications Team
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Primary external relationships

Current and prospective high value supporters, CHQ Clinicians and Exec team, patients and families

The Person

Qualifications

- Undergraduate degree in business, communication or other relevant area

Skills and Experience

- Demonstrated experience (min 8 years) of leading high performing fundraising teams, ideally with direct experience in the acquisition and retention of HNW individuals, trusts and foundations mid-value donors and bequests
- Demonstrated experience developing and implementing a successful retention and acquisition strategy
- Demonstrated experience of leveraging personal and professional networks across the Brisbane and Queensland region
- Demonstrated experience of fundraising performance (pipeline) management and implementing systems required to ensure delivery against defined income targets and performance measures
- Demonstrated ability to secure meetings with HNW individuals, Trust and Foundations and bequest prospects along with superior interpersonal skills to understand motivations, articulate a persuasive case, and influence decisions.
- Demonstrated experience developing credible, tailored, articulate and compelling cases for support for prospective supporters
- Demonstrated track record meeting and exceeding budget targets, whilst managing budget expenses
- Proven ability to work effectively across the organisation engaging with multiple stakeholders in support of retention and acquisition activities
- Experience with a Customer Relationship Management (CRM) database
- Demonstrated experience providing strategic advice to senior internal and external stakeholders, including CEOs and board members.
- To have the gravitas required to command respect among senior healthcare stakeholders and internally within CHF
- Demonstrated ability to meet deadlines, to work under pressure and establish priorities, with a commitment to quality outcomes and customer service
- Excellent qualities in negotiation, tact, discretion, and an ability to maintain confidentiality
- A creative and proactive mindset to compliment commercial acumen.
- Strong experience of effective line management, including how to coach, lead and inspire others is desirable.

Job Purpose

Primary purpose of role	<p>The Head of Philanthropy is responsible for developing and delivering the philanthropy program to provide ongoing sustainability and growth of the organisation and increase revenue through securing significant philanthropic gifts.</p> <p>The philanthropy portfolio includes mid-value and major gifts, bequests and trusts and foundations.</p>
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Key Responsibilities

Income Generation	<ul style="list-style-type: none">• Drive the acquisition, engagement, stewardship, cultivation, and solicitation of the Philanthropy program and develop and implement a long-term strategy and program nurturing new and existing relationships.• Develop and manage high-value relationships with individual donors and philanthropic foundations.• Lead the Mid and Major Donor, Bequest and Trust and Foundation programs to deliver fundraising revenue, growth goals and maximise ROI.• Develop and implement growth strategies for Mid and Major Donors, Bequests and Trust and Foundations, to cultivate and steward high-value supporters.• Through your personal Brisbane based networks and sector experience, identify an extensive prospective donor list, and develop a portfolio of existing and potential philanthropic relationships.• Manage a portfolio of relationships through personalised engagement to cultivate, solicit and steward philanthropic gifts.• Build case for support documents, proposals and reports that are personalised to each prospect based on their area of interest.
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Leadership / Management	<ul style="list-style-type: none">• To lead and manage a team working across, mid-value and major gifts, bequests and trusts and foundations to deliver on income targets in line with the fundraising strategy of the Foundation• Develop and implement a Philanthropy strategy and provide strategic advice and support to direct reports to develop, implement, and review audience-based acquisition and retention plans, to achieve income goals• Provide strategic advice for the Chief Marketing & Fundraising Officer, CEO, Board, and decision-making committees on relevant fundraising issues• Develop and cultivate close working relationships within the Foundation and CHQ• Leveraging your knowledge and networks to develop a volunteer Development Committee to provide peer to peer introductions and support the Foundation's income ambitions
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- Provide professional leadership to establish and maintain the Foundation as a leader in philanthropy
- Recruit, induct, coach, develop and line manager direct reports

Staff Management

- Oversee direct reports to ensure a consistent engagement approach across all audiences
- Implement clear KPIs, annual performance plans and support the development of direct reports
- Guide and support the team to achieve their KPIs including feedback on acquisition and retention strategy, targeting, proposals, presentations, and prioritisation.
- Ensure clear communications with direct report and peers across the organisation

Financial

- Responsible for the budget and reforecasting process in line with the organisational strategy and planning process
- Develop budget management and financial reporting requirements
- Oversee pipeline management for high value acquisition

Planning and Administration

- Develop an operational plan for Philanthropy with appropriate consultation and in line with overall Foundation strategy
- Responsible for ensuring appropriate and compliant contracts / pledge letters are in place and are reviewed and updated on time in accordance with organisational procedures
- Ensure that each point of contact is documented in the database with appropriate action where required
- Responsible for developing regular and ad hoc reports to inform strategic direction and tactical decision making
- Ensure that all relevant policies and procedures are understood and adhered to

Work Health & Safety

- Follow all Children's Hospital Foundation WH&S policies and procedures
- Report all known or observable hazards
- Take reasonable care at work to ensure your own and others' safety

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
Comfort Around Higher Management	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
Drive for Results	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.
Process Management	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.